

Company Registration Number 02612362

Registered Charity Number 1016172

NOVEMBER CLUB

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS

For the year ending 31 March 2021

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NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2021

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	November Club
Charity registration number	1016172
Company registration number	02612362
Registered office	54A Newgate Street, Morpeth, Northumberland NE61 1BE

Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of November Club during the period and to the date of signing this report are as follows:

Mrs F Standfield (Chair)	
Ms E Allen	
Mr P Douglas	Resigned 23 February 2021
Mr C Foxon	Appointed 28 April 2021
Ms J Henderson CBE	
Ms C Hindle	
Ms S Stovall	
Ms F Whitehurst	Appointed 28 April 2021
Mr R Williamson	

Company Secretary	Ms A Perrett
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Bankers	Co-operative Bank, Balloon Street, Manchester M60 4EP
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Independent Examiner	Mr P O'Hara FCA
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

November Club is a charitable company limited by guarantee, incorporated on 20 May 1991, as European Players Theatre Company, and registered as a charity on 12 January 1993.

It was established under the Memorandum of Association that established its objects and powers and is governed under its Articles of Association, as amended by special resolutions dated 29 November 1992, 29 November 1995 and 6 November 2014.

On 2 October 2010, the company changed its name to November Club.

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STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Governing Documents (Cont.)

The Directors of the company are also Trustees of the charity.

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

Charitable Purpose

November Club's charitable objects are to advance education for the public benefit through the promotion of the arts with particular but not exclusive reference to the dramatic arts.

Structure and Governance

The charity currently has a board of 8 non-executive Trustees.

The Board meets a minimum of four times per year and has taken advantage of the provisions of the Companies Act enabling the waiver of the need to conduct an Annual General Meeting.

Detailed written Board reports and an agenda are prepared by the Business & Operations Director and circulated in advance of meetings.

Recruitment and Appointment of Board of Trustees

Potential Trustees are identified through discussions and recommendations offered by existing Trustees and outside advisors to the organisation, as well as through the formal advertisement of vacancies through arts and charitable networks. Trustee applicants complete an application form and undergo an interview with the Chair and Artistic Director before being recommended to the full Board. Trustees are appointed once the Board has authorised the selection and on completion of the necessary registration paperwork. From time to time, the Trustees elect a Chair and determine for what period the Chair is to hold office.

Trustee Induction and Training

New Trustees are inducted by the Chair of the Board and Board and the staff team. They are provided with a range of resources to support their understanding of November Club activities.

Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if November Club's funding were to be withdrawn and/or it were unable to continue operating.

At present, the Trustees estimate that the Unrestricted Reserves required for such purposes amount to approximately £24,000.

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STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Reserves Policy (Cont.)

If possible, the Trustees then aspire to retain an additional allowance of £10,000 to £20,000 to enable the charity to respond flexibly to issues or appropriate initiatives which might be identified outside of its annual budgeting process.

The required level of Reserves is therefore in the range of £34,000 to £44,000. November Club currently holds Unrestricted Reserves of £60,309 at 31 March 2021.

Although this provides a small degree of additional contingency, the Trustees are mindful of the need not to hold excess reserves and hence have agreed both a deficit budget of c£10k for the 2021/22 financial year and to designate formally a further £10,000 towards future brand development work. Consequently, 'free' Unrestricted Funds are in the region of £40,000 at 31 March 2021 and hence within the aspirational range.

The charity intends through its financial management and budgeting processes to maintain its Reserves over the next two years to hold sufficient to cover its liabilities and to enable it to continue to respond flexibly.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

The Trustees regularly review specific liabilities at each Board meeting. The Reserves Policy is revisited by the Board annually in the light of progress against budget and is updated at the time of drafting the annual accounts.

Fundraising

The coronavirus pandemic had a significant impact on November Club's plans in 2020/2021. It was unable to deliver any live work. It managed to convert some funding it had received for live work to produce Lost, Found and Told: New Audio Tales for Northumberland. Charitable funders - for whom it relied on funding to deliver a significant part of its project work - switched their funding, quite rightly, to supporting crisis work, which November Club was not delivering. On the positive side, it secured COVID- related funding in the form of a discretionary grant from Northumberland County Council and a small amount of Coronavirus Job Retention Scheme funding from the Government. It also saw a small but significant increase in individual donations which it attributes to a combination of its new website's donations facilities and to individuals' concerns about the impact coronavirus was having on the arts sector.

In summary, it has cost November Club £169,036 to provide its services this year.

Roughly 66% of its income came from statutory funding from Arts Council England, Northumberland County Council and Blyth Town Council; and 13% from charitable trusts and foundations including Garfield Weston Foundation, PRS Foundation, Austin & Hope Pilkington Trust, the Joicey Trust and Barmoor Wind Farm. It is particularly grateful to its statutory and charitable funders for their generous support in difficult circumstances.

Only 3% of its income was derived through sales or commission, a percentage fall on last year when it was able to deliver live work. It is not expecting significant income from sales in 2021/2022 given the continuation of social distancing rules but is hoping to secure commissioned work.

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STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Fundraising (Cont.)

11% of its income came through Theatre Tax Relief or Gift Aid. November Club's lack of live work will affect its ability to claim for Theatre Tax Relief in 2021/2022, although it plans to make a small claim. It will also claim Gift Aid, although the 2020/2021 Gift Aid claim was bolstered by the previous year's donation for the Maurice O'Connell Bursary.

7% of its income was derived from COVID-related income; it does not expect further income from this source.

November Club raised £624 through donations via its Secret Garden Keyholders scheme or by encouraging one-off donations from its website visitors or from individuals who subscribe to its e-newsletter. It has been working on its Case for Support in 2020/2021 and hopes to see a steady increase in individual donations.

It received a generous in-kind donation from Waitrose Hexham of 100 gingerbread men which were to be used in the cancelled Foods and Feuds project.

November Club is not currently signed up to the Code of Fundraising Practice and is not registered with the Fundraising Regulator, though it is open to reviewing this when it has the resources to do so. It does not use third-party organisations to seek donations from the general public or from businesses.

If individuals wish to complain about its fundraising activities, they can contact November Club by emailing info@novemberclub.org.uk. This email address is accessible through its website. To date November Club has not received any complaints about its fundraising.

The Charity's grant making policies

The charity does not currently engage in grant-making activity.

The contribution of volunteers

The charity makes use of volunteers within its productions and to support its activities.

OBJECTIVES AND ACTIVITIES

Aims & Objectives

November Club has four strategic goals, to:

1. Create outstanding, original work in non-traditional performance spaces, collaborating with a diverse range of creative voices and performers.
2. Recruit individuals and local communities to engage in meaningful participatory work.
3. Govern and manage the organisation efficiently and ethically (in line with Charity Commission regulations and guidance).
4. Effectively manage the organisation's income and expenditure.

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OBJECTIVES AND ACTIVITIES (CONTINUED)

Aims & Objectives (Cont.)

Its artistic goal is underpinned by the following aims:

- To work with a range of new performers and creatives every year, both local, national and international.
- To work with performers and creatives to build a company that fully reflects the lived and learned experiences of the county and country.
- To actively search out new talent to give opportunity to new performers.
- To work with new and established partners/communities across the county, making relevant work that reaches as many people as possible.
- To provide opportunities for new directors to work with November Club.
- To develop its creative programme through a range of digital offerings.
- To embrace its civic role within Northumberland by contributing to local issues through the arts and by making work that is relevant and of high artistic quality.
- To tell stories of places and people with a focus on uncovering new or unheard stories and voices.
- To share learning through talks, mentoring (capacity-dependent), critical discussion and bespoke events linked to key projects.
- To respond to requests for commissions and consultancy where capacity allows.
- To re-purpose previous successful projects in new contexts with new artists to challenge itself and its artistic processes.
- To build on its successful track record of working with heritage partners.
- By contributing to local issues through the arts and by making work that is relevant and of high artistic quality.

Summary of the main achievements of the charity during the year

Change of Leadership

On 31 December 2020, Cinzia Hardy, November Club's founder Artistic Director and Chief Executive Officer, stepped down from the charity. November Club successfully executed its succession plan, recruiting Joe Hufton. He joined the company on 14 October 2020 and formally took over the reins on 1 January 2021.

Lost, Found and Told: New Audio Tales for Northumberland

When lockdown put November Club in the position of having to cancel its live plans for the *Lost, Found and Told: New Tales for Northumberland* production, and, having seen how well Fiona Ellis' new fairy tales worked as an animated film for the *Berwick Schools Project* (see below), Cinzia explored how November Club might re-imagine the full production in a meaningful way, using digital media.

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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Cinzia had already asked Katie Doherty to create two new songs for the live production: *She Is* and *The Boy in the Tower*. November Club had secured funding from the PRS Foundation to achieve this. The PRS Foundation agreed to the songs being used in an audio version. Cinzia set up a social media call-out asking people what they loved about Northumberland. November Club then collaborated with Curious Arts, a Newcastle Gateshead based not-for-profit organisation developing LGBTQIA+ arts, artists and audiences across the North East of England, on a challenge created by Northumberland-based artist, writer and theatre maker Peter Groom, inviting people to share the things they have lost and found during lockdown through creative writing. Its aim was to build the responses from both initiatives into one of Katie's songs.

Cinzia engaged Matthew Tuckey as Sound Designer. She recruited performers/musicians/singers Janine Birkett, Phil Corbitt, Zoe Lambert, Jane Wade, Ella Smith, Khalil Abdulrahman, Lawrence Neale and Andy May. The tales were recorded at The Old Church Studio, Thropton, under social distancing conditions. Matthew edited the recordings into a series of downloads, and he created a trailer to help promote the tales. November Club created a Bandcamp account from which the downloads were sold.

Once the audio tales were complete, Cinzia arranged for the tale *Kindness to Strangers* to be translated into Arabic. This tale was loaded to SoundCloud and November Club's website was set up to provide access to the SoundCloud files for free.

Once November Club started selling the audio tales on Bandcamp, Louise Taylor-Asheg, Participation Producer, worked with Simon Henderson, Production Manager, to transfer the recording to a memory stick. With Blind Veterans UK's support, and funding from Great Northumberland 2020, November Club arranged to distribute the memory stick for free to individuals who were blind or partially sighted.

The Spaces and Places of Fairytales Livestream

The livestream event was partly set up to share details of the making of the audio tales and partly to publicise the handover of artistic directors. The event was run from the Newcastle Literary and Philosophical Library and was streamed using You Tube. After the event, an edited version was uploaded to November Club's website.

Berwick Digital Schools' Project

For Summer 2020 November Club had planned a 5-week *Extended Schools' Project* that would use storytelling to support the emotional resilience of Year 4 pupils in preparation for their transition to middle school. When lockdown was announced it was clear that November Club would not be able to deliver this as planned.

In collaboration with Hannah Fox, Fiona Ellis and Zoe Lambert, Louise redesigned the project so that it could be delivered online. The *Lost, Found and Told* story *How the Forest Came to Be* was adapted to create a series of five films using storytelling, animation and music to explore change, coping and resilience, friendship and adventure; what challenges it faced during times of change, and how it can support each other.

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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

The films were released weekly over a five-week period, each film accompanied by an activity exploring further the themes within the story and providing a range of creative experiences from writing, music, craft/making and sculpture. Arts Award Discover was woven into the project and offered to all the took part, and November Club became a registered Arts Award Centre to deliver this.

The project was hosted on the November Club website on a private 'members' only' page for safeguarding purposes, with parents signing up via the schools. November Club planned for it to be accessed by children and their parent/guardians at home, but by the time the project went live the schools were beginning to welcome children back and they were keen to deliver the project in school.

How the Forest Came to Be

November Club made the project available to all schools from September 2020, as a resource to support children's return to school and transition back into formal learning. Its website was updated, and information was circulated to schools within Northumberland via the Primary School Improvement Lead for Northumberland County Council.

Initially, November Club monetised the project so that schools would pay to access it, creating a model that considered the varying sizes of schools in Northumberland, and therefore the budgets they receive. When the country went into the December 2020 lockdown, November Club offered the project for free and changed the name of the project to *How the Forest Came to Be* to distinguish it from the audio tale collection.

In January 2021, a further 9 schools and 8 families from Northumberland, Newcastle and North Tyneside signed up to access the project.

November Club now has a continuous digital offer that can flex according to the COVID-19 situation, accommodating delivery in-school or at home, or a combination of both.

Imagine If

In November 2020 Louise, Hannah Fox and Gwen Cockett (Key Stage 2 Teacher at Norham First School) delivered a presentation about the *Berwick Digital Schools' Project* at the Culture Bridge North East *Imagine If* conference, sharing learning and outcomes from the project with peers from the North East education and creative sectors.

Hannah Glasse Saves the Nation

November Club worked in partnership with Northumberland Archives to develop an online participatory project connected to its production *Foods and Feuds*. November Club created a 10-minute film featuring Hannah Glasse, revealing letters, papers and recipes used in research for the production. The film, produced by Meerkat Films, prompts viewers to recall, reflect on and share recipes that have been handed down through their families. It includes audio-description and November Club hopes the film will reach blind/partially sighted audiences. It will be hosted on Northumberland Archives LEARN platform. November Club is anticipating this project will go live by 30 April 2021.

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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Public Benefit

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must demonstrate that they are established for public benefit, and have had due regard to the public benefit guidance issued by the Charity Commission. The Trustees believe that the charity meets both of the key principles.

Principle 1 - There must be an identifiable benefit, or benefits

Lost, Found and Told: New Audio Tales for Northumberland

November Club knew it would be difficult to evaluate this production given the company had no face-to-face contact with its audiences. November Club created an online survey using the Impact and Insight Toolkit that Arts Council England are encouraging larger national portfolio organisations to use: November Club is not required to use the toolkit. Only 23% of the listeners replied to the survey, giving the company a very small sample size to work with.

Listeners were asked to comment on a number of 'dimensions' regarding the project. These dimensions are set by the Impact and Insight Toolkit. Listeners enter a number between 0 (strongly disagree that this dimension can be found in the production) to 100 (strongly agree this dimension can be found in the production). The results for *Lost, Found and Told: New Audio Tales for Northumberland* were:

Dimension being measured	Average score
Captivation	84
Challenge	72
Concept	80
Distinctiveness	81
Relevance	75
Rigour	84

Quotes from listeners included:

"How I loved entering November Club's finely drawn world of Northumbrian storytelling, legend, and music, brought so beautifully to life through brilliantly atmospheric performances, set within a sound scape so definitive, you can actually feel it! What a unique way to escape (for an hour or two) these increasingly restricted times. A 'Sherazade' from the North!"

"I loved the song 'She is' and after listening to it I always feel like it is a resilient, hard-working and welcoming bunch up here which gives me a little moral boost..." "Listening to familiar voices and locations really is like a much-needed warm hug at times."

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ACHIEVEMENTS AND PERFORMANCE (Continued)

Public Benefit (Cont.)

Just wanted to say thank you for these. I took a break from what had been a bit of a frustrating writing ...to listen to them. ... I really enjoyed the tone. I liked the depth of the mixture of fairy tale, (comforting, have-a-cup-of-tea tone) with, in each one, an underlying threat or sadness, and themes which ran much deeper than the surface. The image of the church bell ringing from beneath the river of tears was especially moving. That one really stuck with me. It made me want to discover Northumberland too, I don't think I've ever been! Rather an ill-timed urge right now of course...! (Katie Hall-May)

Berwick Digital Schools' Project

November Club sought feedback from pupils, parents, and teachers. It asked teachers and parents the following questions about how they perceived the project.

1. Was it engaging and well thought-out and the content age-appropriate?
2. Was the project meaningful and relevant to the current COVID-19 situation?
3. Did the project support children's emotional resilience?
 - 100% of teachers who responded answered YES to all questions.
 - 100% of parents replied YES to it being engaging, well-thought out and age appropriate.
 - 67% agreed it was meaningful to the current situation, 33% were not sure.

At the beginning and end of the project, pupils were asked to complete the Stirling Children's Wellbeing Scale; a positively worded measure of children's well-being, appropriate for ages 8 – 15yrs. Average scores show that pupils' overall sense of wellbeing increased during the timeframe of the project, across all contexts and timeframes, with increases between 3.5% and 12.1%.

Hugh Joicey First School decided to repeat the project in September 2020 providing an opportunity to gather a larger set of data. This shows a demonstrable impact on the emotional wellbeing of the pupils taking part, with 64% of pupils' overall wellbeing scores increasing throughout the course of the project. In addition, of the pupils that completed the wellbeing survey:

- 50% experienced increased feelings of confidence
- 50% felt calm and relaxed more frequently
- 43% felt more able to make choices easily
- 43% felt cheerful and in good spirits more frequently

November Club also received the following qualitative feedback.

"The children thoroughly enjoyed the project and gained so much from it. It not only supported transition both in returning to school after so long and for those children moving onto middle school, but it was a great way to engage them with learning in literacy and PSHE. So many benefits for our children." Norham St Ceolwulf's Church of England First School.

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ACHIEVEMENTS AND PERFORMANCE (Continued)

Public Benefit (Cont.)

"We have been really impressed with how this project has worked for our children. It has brought alive the beauty of creative and imaginative storytelling. The children have risen to the challenge and engaged brilliantly in so many different individual ways. The November Club have been a pleasure to work with - thoughtful, enthusiastic and efficient. It's wonderful to see them share their artistic expertise and get the children so engaged." Lowick Church of England First School.

"We would recommend the project as a great opportunity for the children to explore their creativity in new ways. The resources are professional but accessible and the admin support has been thorough and helpful. It is looking forward to repeating the project in September with children returning after a long absence to break the ice, build confidence and to connect with one another." Hugh Joicey Church of England First School.

Principle 2 - Benefit must be to the public, or a section of the public.

November Club records the number of audiences/listeners and participants benefiting from performances and participation projects.

Lost, Found and Told: New Audio Tales for Northumberland

By 31 March 2021, 137 listeners had experienced the audio tale in one of its formats, as follows:

Listening Format	Total Audience
Bandcamp Paid for	59
Free Bandcamp for Blyth	8
Other free Bandcamp	36
Memory Sticks	22
Memory stick for the blind	12
Total	137

The Spaces and Places of Fairytales Livestream

59 people attended the livestream and November Club received 30 chat messages during the event, including one from a viewer who noted that the livestream had made them want to listen to the audio tale again. November Club split the livestream into two videos that were uploaded to YouTube. The video that showed the handover between the two Artistic Directors has been viewed 64 times and the video about making the audio tale has been viewed 6 times.

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ACHIEVEMENTS AND PERFORMANCE (Continued)

Berwick Digital Schools' Project

Between 52 – 63 children accessed the project as follows:

- 30 children in-school between June and July.
- 22 children at Ford First School between September and October.
- Up to 11 children at-home between June and July. (Few parents completed the project feedback form, so it is difficult to verify how many of these 11 completed the project).

18 children achieved Arts Award Discover, made up of:

- 2 children who took part in the project at-home June-July.
- 16 children at Ford First School.

An additional 6 children at Ford First School completed the Arts Award activities and logbook but were not able to formally receive the award as their parents did not give permission for November Club to share with Trinity College the data needed to process the certificates.

In January 2021, a further 9 schools and 8 families from Northumberland, Newcastle and North Tyneside signed up to access the project. November Club will capture data on how many children start the project.

In summary, November Club's beneficiaries are appropriate to its aims, and the public benefits from its work. Benefits are evidenced and relate directly to its aims. The Trustees do not consider that any detriment or harm flows from its work.

Risk Management

The Trustees of the charity regularly review the major governance, operational and financial risks which the charity faces as part of its annual business planning process and confirm that systems have been established to mitigate these risks.

November Club has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are in place and consider the key risks facing the charity at this time to be:

- The ongoing uncertainty associated with the impact of the COVID-19 pandemic and society's susceptibility to future viral pandemics.
- The loss of key funders should the individuals with whom it has built relationships leave their current roles.
- The likely need to move premises given its landlord's recent activity.
- Safeguarding children and vulnerable adults with whom it comes into contact through its participatory and volunteering work.

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ACHIEVEMENTS AND PERFORMANCE (Continued)

Risk Management (Cont.)

- The need to improve its management of data to help it deliver its business objectives.
- The financial risks arising if the organisation is unable to attract sufficient funding to realise its planned projects and productions to the scale and quality to which the company aspires.
- The potential impact on projects if staff absence means that it cannot deliver planned work.
- The need to ensure its board and staff reflect the broad range of learned and lived experiences relevant to the communities in which it works.
- The potential impact on governance functions if Trustee turnover increases.

The Trustees have managed the potential impact of these risks by:

- Introducing contingency planning to cater for ongoing social distancing measures.
- Planning an office move during the year.
- Implementing clear safeguarding policies and procedures and allocating a Safeguarding Lead.
- Starting to plan the implementation of a CRM system.
- Setting prudent budgets for the next financial year.
- Breaking productions down into separately funded stages that can deliver public benefit in their own right.
- Maintaining a low-cost base.
- Providing regular management accounts, showing performance against budget.
- Contingency planning for the actions to take if income appears unlikely to reach its target.
- Adopting a Reserves policy which provides an appropriate amount of uncommitted Reserves, at a level that will always enable the charity to meet all its liabilities, even if income targets are not achieved.
- Creating work plans that specify how work can be re-scheduled or allocated to freelance staff.
- Monitoring Trustees' commitment to the organisation and scheduling Trustee recruitment as appropriate.

Financial Review

The out-turn for the year is an unrestricted surplus of £14,538 (2020: unrestricted deficit £26,039).

The surplus will be added to Unrestricted Reserves, leaving a balance on Unrestricted Funds at 31 March 2021 of £60,309.

The Trustees consider the financial performance of the charity to be satisfactory.

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PLANS FOR FUTURE PERIODS

Artistic Programme

November Club has set the following artistic objectives for 2021/2022:

- Deliver a walking project (*Walk in Your Shoes*) along the St Oswald's Way working in conjunction with six to eight communities. This project will include walking, commissioning eight artists to produce storytelling show in each community. This will begin a two-to-three-year body of work to engage these communities as co-creators.
- Produce one research and development process in two of the communities that it will work with for *Walk in Your Shoes*, in preparation for a tour of this work in 2022/23.
- Develop an ongoing *Creative Digital Project* to sit alongside and inform its work and to be used as a method of talent development. November Club will deliver two digital projects in 2021/22 and at least two behind-the-scenes digital products.
- Undertake a comprehensive research and development process to develop *Foods and Feuds*, aiming to deliver a full show in 2023/24. This research and development period will also explore community participation opportunities with a view to building a model that it can use going forward for the project.
- Continue to engage schools around *How the Forest Came to Be*. November Club set the objective of making connections with ten new schools in 2021/22.
- Work with at least eight new creatives and up to ten new actors across 2021/22. At least 20% of the new freelancers will be drawn from groups currently underrepresented in the freelance work force.
- Identify and work with up to five new communities and/or partners.

In 2020, Arts Council England released its new strategy, *Let's Create*: November Club wants to, and will, embed this strategy in its work.

Business Management and Administration

In 2021/2022, November Club will be recruiting new Trustees to ensure that its Board remains at the level it needs to operate effectively.

The company wants to achieve a 'Strong' rating on its Arts Council England Creative Case for Diversity assessment. It will be taking steps to develop its understanding of the needs of disabled individuals with a view to their becoming more involved in all areas of its work.

November Club will commence the process of rebidding for National Portfolio Organisation status in January 2022 and is taking steps to ensure that Arts Council England's Investment Principles are embedded in its organisational processes.

The company wants to see its income increase over the next three years so that it can deliver an ambitious artistic/participatory programme. This year it will implement some of the work it has undertaken on its Case for Support.

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RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of November Club 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 Accounting Practice).

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 of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed by order of the Trustees



Andrea Perrett
Company Secretary
Company Registration Number 02612362

19 May 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF NOVEMBER CLUB FOR THE YEAR ENDED 31 MARCH 2021

I hereby report to the Trustees of November Club (Charity Registration Number 1016172) on my examination of the accounts for the year ended 31 March 2021 set out on pages 17 to 28.

Responsibilities and Basis of Report

As the charity's Trustees (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

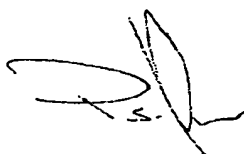
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods or principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Pete O'Hara, FCA, Chartered Accountant
Fellow of the Institute of Chartered Accountants in England & Wales
4 Stoneyhurst Road West, Gosforth, Newcastle upon Tyne NE3 1PG

19 May 2021

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income					
Income from Investments	3	213	-	213	-
Income from Donations & Legacies	4	1,933	-	1,933	5,345
Income from Charitable Activities	5	160,742	14,686	175,428	164,196
Total Income		162,888	14,686	177,574	169,541
Expenditure					
Cost of Raising Funds	6	-	-	-	875
Expenditure on Charitable Activities	7	148,350	20,686	169,036	193,432
Total Expenditure		148,350	20,686	169,036	194,307
Net Income/(Expenditure)		14,538	(6,000)	8,538	(24,766)
Balance brought forward at 1 April		45,771	6,000	51,771	76,537
Balance carried forward at 31 March	15	£60,309	£-	£60,309	£51,771

The notes on pages 19 to 28 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL POSITION/BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Fixed Assets			
Tangible Fixed Assets	11	1,188	148
Current Assets			
Debtors	12	6,178	2,263
Cash At Bank & In Hand		72,827	66,347
		<u>79,005</u>	<u>68,610</u>
Creditors – Amounts Falling Due Within 1 Year	13	(19,884)	(16,987)
Net Current Assets/(Liabilities)		<u>59,121</u>	<u>51,623</u>
Total Net Assets	14	<u>£60,309</u>	<u>£51,771</u>
Represented by:			
Unrestricted General Funds	15	50,309	45,771
Unrestricted Designated Funds	15	10,000	-
Restricted Funds	15	-	6,000
		<u>£60,309</u>	<u>£51,771</u>

The notes on pages 19 to 28 form part of the financial statements.

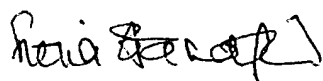
The Trustees are satisfied that for the year ended 31 March 2021 the charity was entitled to exemption under section 477(2) of the Companies Act 2006.

The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved and signed by a Member of the Board of Trustees on 19 May 2021.



Fiona Standfield
Chair of the Trustees
Company Registration Number 02612362

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

Taxation Status

November Club is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other Income is accounted for when receivable.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies (Continued)

Operating Leases

The charity classifies the lease of certain types of equipment as operating leases as the title to the equipment remains with the lessor. Rental charges are charged against income on a straight-line basis over the period of the lease.

Tangible Fixed Assets and Depreciation

Depreciation is provided on any fixed assets at rates calculated to write off the assets over their remaining useful lives as follows:

IT & Office Equipment - 33% per annum straight line

A full year's depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal.

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost where there is a material adjustment.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting Policies (Continued)

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

Pensions

November Club contributes to a defined contribution pension scheme. Further details can be found in Note 9.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

2. Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

3. Income from Investments

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Bank Interest Receivable	213	-	213	-
	£213	£-	£213	£-

4. Income – Donations & Legacies

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Donations & Gift Aid	1,933	-	1,933	5,345
	£1,933	£-	£1,933	£5,345

Of the 2020 total of £5,345, £345 was attributable to Unrestricted Funds and £5,000 to Restricted Funds.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Grant Income				
Arts Council England - NPO	102,530	-	102,530	100,678
Austin & Hope Pilkington Trust via the Community Foundation Tyne & Wear	-	1,000	1,000	-
Barmoor Wind Farm via the Community Foundation Tyne & Wear	-	1,999	1,999	-
Blyth Town Council	-	1,000	1,000	-
Catherine Cookson Trust	-	-	-	100
Coronavirus Job Retention Scheme	-	2,087	2,087	-
Ernest Hecht Charitable Foundation via the Community Foundation Tyne & Wear	-	-	-	2,500
Finn Family Fund	-	-	-	500
Foyle Foundation via the Community Foundation Tyne & Wear	-	-	-	10,000
Hadrian Trust	-	-	-	1,000
Garfield Weston Foundation	15,000	-	15,000	-
Joicey Trust	-	2,000	2,000	-
Northumberland County Council	20,000	4,000	24,000	16,500
Northumberland National Parks	-	-	-	2,000
PRS Foundation	-	2,600	2,600	-
	137,530	14,686	152,216	133,278
Other Income				
Co-Production Fees	-	-	-	15,000
Theatre Tax Relief	17,954	-	17,954	7,765
Ticket/Resources Sales	1,646	-	1,646	6,012
Commissions & Consultancy Fees	3,000	-	3,000	1,529
Other Income	612	-	612	612
	23,212	-	23,212	30,918
	£160,742	£14,686	£175,428	£164,196

Of the 2020 total of £164,196, £141,596 was attributable to Unrestricted Funds and £22,600 to Restricted Funds.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

6. Expenditure on Raising Funds

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Fundraising Consultancy	-	-	-	875
	£-	£-	£-	£875

The 2020 total of £875 was wholly attributable to Unrestricted Funds.

7. Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Production/Project Costs				
Fairytale	-	-	-	24,137
Food & Feuds	2,706	-	2,706	24,597
Freelance Fees	5,853	-	5,853	12,167
Lit & Phil Carol	-	-	-	28,177
Lost, Found & Told	18,169	13,599	31,768	-
Maurice O'Connell Bursary	-	5,000	5,000	-
Research & Development/Other Projects	5,661	-	5,661	183
Salaries & On Costs	90,187	2,087	92,274	78,428
	122,576	20,686	143,262	167,689
Support Costs				
Premises Costs	6,067	-	6,067	8,172
Other Marketing & Administration Costs	15,487	-	15,487	14,025
	21,554	-	21,554	22,197
Governance Costs				
Accountancy & Payroll Fees	2,769	-	2,769	2,150
Independent Examiner's Fees	1,200	-	1,200	1,200
Legal & Professional	13	-	13	13
Trustee Meeting Costs	238	-	238	183
	4,220	-	4,220	3,546
	£148,350	£20,686	£169,036	£193,432

Of the 2020 total of £193,432, £167,105 was attributable to Unrestricted Funds and £26,327 to Restricted Funds.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Net Income/(Expenditure)

	2021	2020
	£	£
Net income/(expenditure) is stated after charging/(crediting):		
Depreciation	620	198
Independent Examiner's Fees	1,200	1,200
Operating Leases – Land & Buildings	3,500	3,500
	<u>3,500</u>	<u>3,500</u>

9. Staff Costs & Trustees' Remuneration

	2021	2020
	£	£
Gross Salary Costs	87,547	73,760
Employer's National Insurance	2,966	3,107
Employer's Pension Contributions	1,761	1,561
	<u>£92,274</u>	<u>£78,428</u>

No employee received remuneration of more than £60,000 during the year (2020 - Nil).

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	2021	2020
	No	No
Artistic Production and Support	3	3

No remuneration has been paid to any Trustees/Directors in the year.

No travel and subsistence expenses (2020: None) were reimbursed to Trustees in respect of their attendance at meetings of the charity.

10. Pension Scheme

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2021 November Club made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are paid over to the scheme on a monthly basis.

Contributions totalling £373 were outstanding at 31 March 2021 (2020: £326).

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

11. Tangible Fixed Assets

	IT & Office Equipment £	Total Fixed Assets £
Cost		
At 1 April 2020	4,356	4,356
Additions in year	1,708	1,708
Disposals	(143)	(143)
At 31 March 2021	5,921	5,921
Accumulated Depreciation		
At 1 April 2020	4,208	4,208
Charge for year	620	620
Disposals	(95)	(95)
At 31 March 2021	4,733	4,733
Net Book Value		
At 31 March 2021	£1,188	£1,188
At 1 April 2020	£148	£148

12. Debtors

	2021 £	2020 £
Trade Debtors	3,000	1,000
Prepayments	2,658	1,263
Accrued Income	520	-
	£6,178	£2,263

All sums are due within 1 year.

13. Creditors – Amounts Falling Due Within 1 Year

	2021 £	2020 £
Trade Creditors	1,349	-
Other Taxes & Social Security Costs	3,592	1,661
Deferred Income	9,721	12,000
Other Creditors	1,459	-
Pension Scheme	373	326
Accruals	3,390	3,000
	£19,884	£16,987

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

14. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Fixed Assets	1,188	-	1,188	148
Debtors	6,178	-	6,178	2,263
Cash at Bank and In Hand	72,827	-	72,827	66,347
Creditors – Amounts Due Within 1 Year	(19,884)	-	(19,884)	(16,987)
	£60,309	£-	£60,309	£51,771

15. Analysis of Charitable Funds

	Fund at 1 April 2020	Incoming Resources in Year	Resources Expended in Year	Fund at 31 March 2021
	£	£	£	£
Unrestricted Funds				
Charity General Fund	45,771	152,888	(148,350)	50,309
Brand Development Fund	-	10,000	-	10,000
	45,771	162,888	(148,350)	60,309
Restricted Funds				
Coronavirus Job Retention Scheme	-	2,087	(2,087)	-
Lost, Found & Told	1,000	10,600	(11,600)	-
Maurice O'Connell Bursary	5,000	-	(5,000)	-
Participation Projects	-	1,999	(1,999)	-
Total Restricted Funds	6,000	14,686	(20,686)	-
Total Funds	£51,771	£177,574	£(169,036)	£60,309

Name of Designated Fund	Description, Nature & Purpose of the Designated Fund
Brand Development Fund	Towards the cost of future planned brand development
Name of Restricted Fund	Description, Nature & Purpose of the Restricted Fund
Coronavirus Job Retention Scheme	Towards the cost of furloughed staff
Lost, Found & Told	Funds from the Hadrian Trust, Austin & Hope Pilkington Trust, Blyth Town Council, PRS Foundation and Joicey Trust towards the cost of Lost Found & Told

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

15. Analysis of Charitable Funds (Cont.)

Name of Restricted Fund	Description, Nature & Purpose of the Restricted Fund
Maurice O'Connell Bursary	Funds from private donations to create a bursary scheme
Participation Projects	Funds from Barmoor Wind Farm towards the cost of participation work

16. Related Party Transactions

The charity has a close working relationship with Arts Council England which is a registered charity and from 2012/13 has provided the majority of the grant funding which enables the charity to carry out its charitable objectives. In total, grant funding of £102,530 (2020: £100,678) was received from Arts Council England in the year.

At 31 March 2021, £Nil was owing to November Club from Arts Council England (31 March 2020: £Nil).

During the year to 31 March 2021 payments of £4,400 were made to Ms F Ellis, wife of the outgoing Artistic Director, Ms C Hardy for scriptwriting work on the Lost, Found & Told and Hannah Glasse Saves The Nation projects.

During the year to 31 March 2020 payments of £4,350 were made to Ms F Ellis, wife of the then Artistic Director, Ms C Hardy for scriptwriting work on the Food & Feuds and Lit & Phil Carol projects.

Each of these transactions is considered to be at the appropriate market rate for such work.

No sums were owed to Ms Ellis at 31 March 2021 or at 31 March 2020.

Mr R Williamson, a Trustee, is Chief Executive of the Community Foundation Tyne & Wear, via which the charity received £2,999 in grant funding in the year to 31 March 2021 (2020: £12,500). Mr Williamson takes steps to ensure that he has no involvement in the decision-making process at the Community Foundation in respect of potential funding for November Club and absents himself from any November Club discussions relating to potential applications to the Community Foundation.

NOVEMBER CLUB
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

17. Financial Commitments

No material financial commitments have been made in respect of future financial periods.

18. Company Limited by Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There are currently 8 members of the company (2020 - 7 members).