

Scottish Community Drama Association

National Committee
Annual Report and
Financial Statements
for 2016-17



SCOTTISH COMMUNITY DRAMA ASSOCIATION
Report and Financial Statements of the National Committee
for the year ended 30 June 2017

The National Committee presents its report and financial statements for the year ended 30 June 2017. The report is divided into the following sections.

1. Reference and Administrative Information
2. Structure, Governance and Management
3. Objectives and Activities
4. Achievements and Performance
5. Financial Review
6. Funds held by the Association as Custodian Trustee
7. Statement of Trustees' Responsibilities

1. REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: Scottish Community Drama Association
Scottish Charity Registration Number: SC021397
Registered Office and Operational Address: Suite 88,
Stirling Enterprise Park,
Stirling, FK7 7RP

Honorary President Richard Wilson OBE

Honorary Vice-Presidents Peter J Stevens
James Witcomb
Morna Barron
Richard Mackintosh
Colin Peter
Keith Robinson
Gordon Hibbert

Honorary Members Alex Roberts
Douglas N Currie
Jane Talbot

National Committee and Executive

Jacqueline Westerman (E)	Chairman	Western Division
Tony Flisch (E)	Vice Chairman	Eastern Division
Lesley Syme (E) (appointed 11/16)	Vice Chairman	Eastern Division
Muriel Rae (E) (appointed 11/16)	Treasurer	Northern Division
Morna Barron (E)	Secretary	Northern Division
Lesley Syme	Membership Sec.	Eastern Division
Andrew Murphy (E)		Eastern Division

Stephen Lambert		Eastern Division
Gill James		Highland Division
Gill Coe	(appointed 11/16)	Highland Division
Alan Gerrard (E)		Highland Division
Morna Barron	(appointed 11/16)	Northern Division
Carolyn Harrison		Northern Division
Iain McEwan		Northern Division
Elizabeth Matheson (E)		Western Division
Gerry Burns		Western Division
Sheena Carmichael		Western Division

Members of the National Committee who act as the Executive are designated (E)

National Office

Carole Williams	National Drama Advisor
Brenda Williams	National Office Administrator

Independent Examiner

Diane Elizabeth Jack, C.A.,
Barrie Scott Ltd., 30 Mid Street, Bathgate, EH48 1PT

Bankers

Bank of Scotland, 38 St. Andrew Square, Edinburgh. EH2 2YR

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Scottish Community Drama is an unincorporated body, governed by a constitution registered in 1926. Its object is the encouragement of community drama in Scotland. The governing body of Scottish Community Drama is the "National Committee". All assets of the Association, including those held by Divisions and Districts, are held in trust on behalf of the National Association.

The constitution gives authority to a smaller Executive Committee, which has the whole authority and powers of the National Committee in all matters apart from constitutional change. This committee comprises the National Chair, two Vice Chair, Treasurer and Secretary and one representative from each Division. The Executive must provide National Committee with minutes of all its activities.

Recruitment and appointment of National Committee

National Committee is made up of the following representatives, elected at the Divisional AGMs:

- Three representatives from each of the four Divisions.
- The Chair
- Two Vice-Chair
- The immediate Past Chair who may serve for one year after demitting office
- The Treasurer
- The Secretary of the Association

- The Membership Secretary
- Scottish Community Drama staff attend as required but without voting rights.

Trustee Induction and Training

Under the Charity law, all trustees must undergo training and new trustees must undergo induction training. Scottish Community Drama’s Trustee training includes:

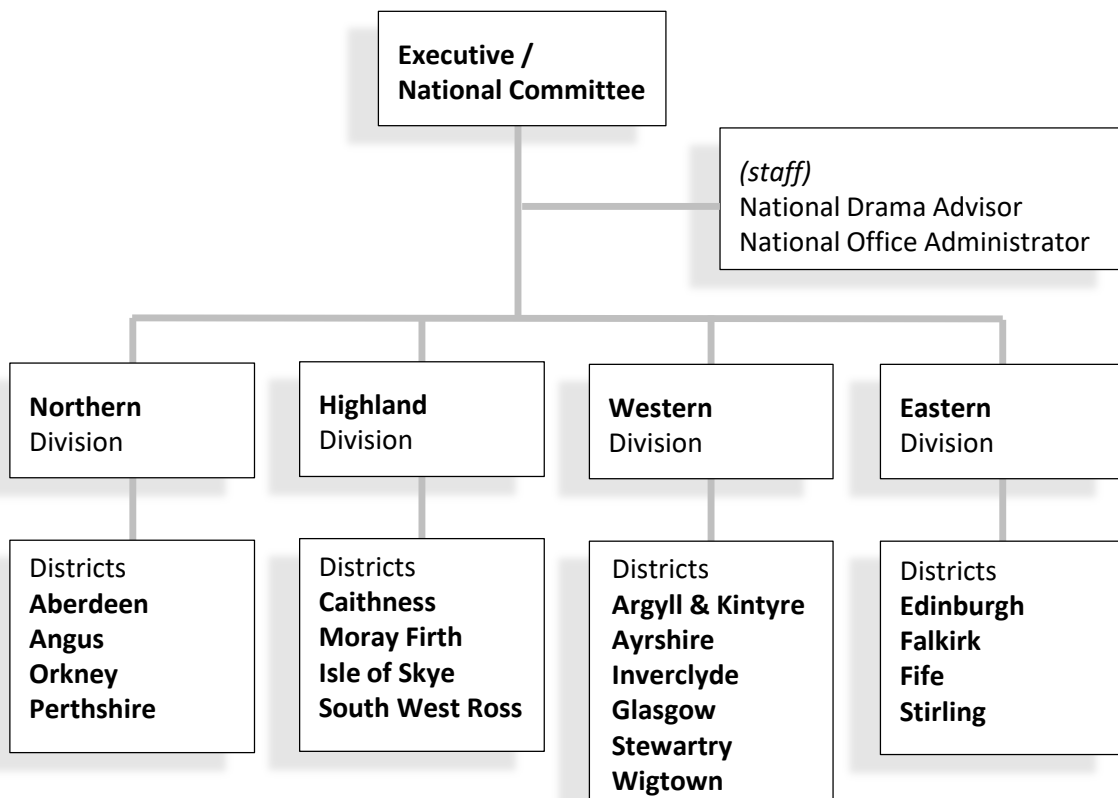
- The obligations and duties of National Committee Members as charity trustees
- Knowledge and workings of the Constitution
- Current resources involved in running the Association and the financial management in operation
- Forward planning and the National perspective
- Legal and financial updates

All Executive and National Committee members have signed Trustee Declarations and been advised on the responsibilities of Trustees. This procedure has been rolled out to Divisional and District Committees, and SCDA will recommend to those clubs which are charities that they follow the same procedure.

Risk Management

The trustees examine and update the risk register regularly. The identified risks to Scottish Community Drama cover a wide range of categories.. The Executive undertakes the allocation of tasks, reviewing and monitoring the risks identified in the register.

Organisational Structure



Scottish Community Drama operates on many levels. The National Committee takes overall responsibility for governance and strategic planning. Local clubs are able to engage at district level, and the District committee sends representatives to the Divisional Committee. District committees tend to confine their activities to the organisation of local events and festivals. Divisional committees are also involved in event organisation, but will tend to take a more strategic overview of drama in their region. All policy and planning issues are discussed and decisions are made at National Committee or Executive meetings in accordance with our constitution.

Each District and Divisional committee is a “branch” of the Association. All assets held by these committees are held “in trust” for the Association as a whole. Districts and Divisions hold their own bank accounts, and can raise and spend funds within their operating areas, to further the objects of the Association. The Scottish Community Drama constitution operates as both a National and Branch constitution, with the split of responsibilities clearly shown.

Each District and Division has received charity recognition for tax purposes by the Inland Revenue. They are not separate legal entities, but have been transferred to the OSCR charity register pending a review of all listed groups, to take place over the next few years.

3. OBJECTIVES AND ACTIVITIES

Objectives

The objects of the Association are as written in our constitution:

The Encouragement of Drama in Scotland. The Association shall, by advice, promotion & publicity, festivals of Community Drama, lectures, conferences and any other suitable means, endeavour to increase interest in Drama.

Activities

The principal activities of the Association are:

- Organising an annual competitive one-act play festival, held in the first quarter of each year. This comprises District and Divisional rounds and a National Final.
- Organising a UK one-act play festival every fourth year, with entries from Scotland, England, Wales and Northern Ireland.
- Organising an annual competitive youth festival of one-act plays for actors below the age of 18.
- Organising annual play-writing competitions for original scripts performed in the Scottish and UK one-act play festivals.
- Providing a drama advisory service to member clubs, through workshops and similar events.
- Providing a library of play scripts, based in Edinburgh.
- Acting as the umbrella organisation for community drama in Scotland, providing advocacy and communication through our quarterly magazine ‘Scene’, website, newsletter and Facebook.

4. ACHIEVEMENTS AND PERFORMANCE

Festival Committee

Entries to our one act festival again fell slightly from the previous year with 105 entries in total. If this trend continues, it will become more of a matter of concern.

Our Scottish winner at Pitlochry was Aberfeldy Drama Club with *'Ring Road'* by Anita Vettesse. Aberfeldy then represented Scotland in the British Final in Belfast. The Scott Salver Trophy for best original script went to *'Tryptych'* by Drew Young of Banchory

The Youth Final was a highly enjoyable event held in Birnam Arts and was won by Kirkintilloch Youth, with their performance of *"The Wall"* by D.C. Jackson. The overall excellent standard of all the plays bodes well for the future of the SCDA and demonstrates the strength of youth drama in Scotland.

Thanks are due to all the volunteers involved in the organisation of these festivals. It is a tribute to their dedication and hard work that the festivals went so well.

The Festivals Committee will continue to work closely with the Adjudicator organisations, GoDA and SASDA, both of which have new Chairmen and will also continue to encourage the use of the adjudicator feedback forms it introduced in 2016 despite a relatively poor take up in 2017.

The review and updating of the forms and documents continues and, now informed by the experience of 2017, we will be making some minor changes for 2017 with the intention of further clarifying and simplifying the processes.

Tony Flisch

Communication

Our quarterly magazine, Scene, continues to provide a forum for exchanging views and reporting on amateur theatre around Scotland. We have four copy dates and Scene regularly comes out on time. We are actively trying to obtain more advertisers in the hope of moving towards Scene being self-financing but this is quite a struggle. The committee wish to thank Walter Hampson for his assistance in producing the magazine. We encourage readers to submit new articles and photographs on all aspects of amateur theatre enabling us to continue to present a fresh and onward-looking lively magazine. If you would like to become a roving reporter, photographer or theatre critic, please contact the editor at scene@scda.org.uk.

We now send out the magazine electronically to our clubs in the hope it is circulated round all their members, giving the association a wider voice.

We are also delighted with the continued use of our Facebook page which is kept regularly up to date by Laura McPherson and Erika Miller. There are now many of our member clubs using it to advertise their performances and generally keep us all up to date with their activities. Our thanks again go to Laura and Erika for this positive transformation.

A monthly electronic newsletter produced at HQ by Brenda Williams, the Office Administrator continues to be a great success. Individual members who are not in receipt of a copy can obtain one by contacting Headquarters. Our thanks to Brenda for organising this.

Morna Barron

Website

The SCDA website had some changes made to structure and content in 2017, notably blogs from our Drama Adviser. The site has been regularly updated with the most recent software. This is important in avoiding hacking attempts.

We have had 17,691 unique visits so far this calendar year. The vast majority are UK visitors, but China, US, France etc also figure in the visits. Some are bots collecting search information (like Google) others are hacking attempts. So far there have been 200 of these events in 2017, all of which were blocked by the security software.

The vast majority of visits come from links to our site on Facebook with Google and Bing also directing a much smaller number of users. Some other visits come from links on club and theatrical organisations' websites.

As an organisation we recognise the need to identify another person who can act as system administrator – this will be a priority for 2018.

Tony Flisch

National Drama Advisor

The NDA roadshow activity reduced slightly from 36.5 to 35 in 2016/17. 5 clubs booked workshops for the first time and bookings are already in the diary for 2016/17. Northern Division have taken over from Highland Division as the biggest user of the service with a full weekend of workshops delivered on Orkney for the first time. Western Division events have decreased whilst Eastern have increased. 7 workshops have already been booked for 2017/18.

Division	Total Number of Days
Eastern Division	6
Highland Division	12
Northern Division	14
Western Division	2
Total	35

Reporting includes preparation and research. Delivery equated to 15 days, and the total number of days equates to approximately 40% of Carole's working hours, exceeding our target of 25%.

One of the most important pieces of development work for 2016/17 was the creation of a menu of workshops with an accompanying leaflet titled Build Your Theatre skills which was launched at the SCDA One-Act Play Festival. Images were created in collaboration with regular users of the workshop programme, Aberdeen District. This leaflet is part of a strategy to grow the service. We will look at social media and opportunities for online short instructional films in 2017/18.

Carole ran a one-off development session with 3 clubs from the Eastern Division in August 2016. Some of the main points of discussion were club and audience development, marketing and use of social media and creating a club for everyone not just performers.

Character development and voice workshops continue to be popular but more clubs requested body work as a result of the new workshop menu.

Queries continue to arise regarding the PVG scheme and child performance licences also generated some questions.

Carole has attended one-act play festivals and uses every opportunity to promote her services. She continues to be an ambassador for SCDA and an advocate for amateur theatre across Scotland.

Playwriting

The ten scripts submitted for our annual Scott Salver Competition were assessed by four experienced members of Playwriting Committee who work independently from each other using a common marking and grading scheme. The general standard of Scottish playwriting remains at a high level with new writers making their debut each season competing against well-established playwrights and previous competition winners.

Winning play was *'Triptych'* by Drew Young from Banchory who received the trophy on the last night of our Scottish Final at Pitlochry Festival Theatre in April. Second place was awarded to *'Just Desserts'* by Cath King from Muir of Ord and in joint third position came *'Geriatric Challenge'* by Isabella Rae from Cambuslang and *'As Ye Sow'* by David Potter of Kirkcaldy.

The above four scripts were entered into the 2017 Geoffrey Whitworth UK wide Competition for original plays presented in the festivals organised by SCDA, DAW, AUDF and AETF which is administered by the Association. Professional Judges Ron and Norma Nicol continue to provide an exceptionally high standard of assessment supplying each competitor with detailed comments on their work.

Twenty three plays were confirmed from authors across the UK from Cornwall to Ross-shire, including Wales and the Isle of Man.

The winning script was *'Moles and the Habits of Birds'* a community play dramatising the Aberfan Disaster, written by Susan Pierce of Saltburn by the Sea, North Yorkshire.

Highly commended was *'The Honourable Member'* by Jeremy Davies of Cwmfelinfach, Caerphilly and a trio of Commended scripts – *'Aftermath'* by Alex May of New Brighton, *'Just Desserts'* by Cath King from Muir of Ord and *'Untucked'* by Teresa Hennessey from Cambridge.

Susan was presented with the Geoffrey Whitworth Trophy on the final evening of British Final in Belfast early July.

The rules of this competition have now been thoroughly revised for 2018 on the advice of the Judges and National Administrator.

The moratorium placed on the next Play on Words Competition by National Committee remains in effect but there have been discussions with other theatre organisations prepared to host performances and supply actors for our top scripts with possible relaunch next year.

Recent research work on the history of the Scott Salver Competition was available on website and we hoped to re-introduce our Playwrights Catalogue containing synopsis of winning competition scripts.

A reminder that copies of all top scripts in our competitions are available to borrow from our National Library at Summerhall, Edinburgh.

Stephen Lambert

Membership

The table overleaf shows the membership statistics for the last ten years, including the year ended 30th June 2017.

Sadly the membership numbers are poor. Looking ahead we need to promote membership as a matter of priority as it is clearly an important source of income. There are various plans in the pipeline so hopefully next year's report will see an upward trend.

Lesley Syme

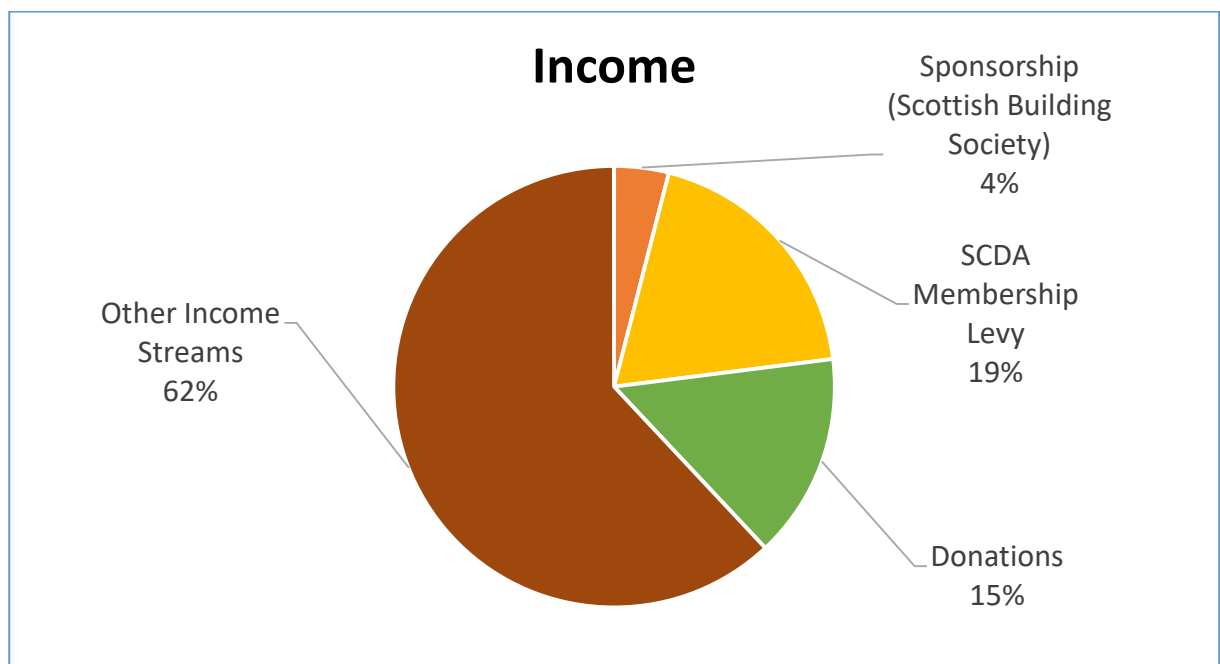
Membership summary

Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Life Members											
Eastern	28	28	27	27	25	21	21	19	19	17	17
Highland	23	23	23	21	20	15	15	14	14	13	12
Northern	27	27	25	27	24	25	25	25	25	25	25
Western	29	29	27	26	24	21	20	19	19	16	15
	107	107	102	101	93	82	81	77	77	71	69
Individual Members											
Eastern	69	73	80	64	68	68	70	87	91	78	68
Highland	56	56	58	42	44	42	23	36	34	32	25
Northern	121	127	125	79	94	83	86	101	97	89	90
Western	159	171	144	123	91	94	77	89	91	82	79
	405	427	407	308	297	287	256	313	313	281	262
Clubs											
Eastern	46	49	50	46	49	47	44	44	45	47	45
Highland	18	17	18	15	15	15	13	12	14	13	12
Northern	34	33	35	35	30	26	27	27	29	28	28
Western	46	41	41	38	33	37	31	36	36	34	37
	144	140	144	134	127	125	115	119	124	122	122
Youth / Schools											
Eastern	3	3	4	5	4	8	5	5	7	4	6
Highland	11	15	11	8	12	12	12	8	7	8	5
Northern	8	7	6	8	8	9	6	4	5	5	7
Western	6	4	4	6	3	3	5	5	5	8	5
	28	29	25	27	27	32	28	22	24	25	23
Year											
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
TOTAL											
Life	107	107	102	101	93	82	81	77	77	71	69
Individual	405	427	407	308	297	287	256	313	313	281	262
Club	144	140	144	134	127	125	115	119	124	122	122
Youth	28	29	25	27	27	32	28	22	24	25	23
	684	703	678	570	544	526	480	531	538	499	476

5. FINANCIAL REVIEW

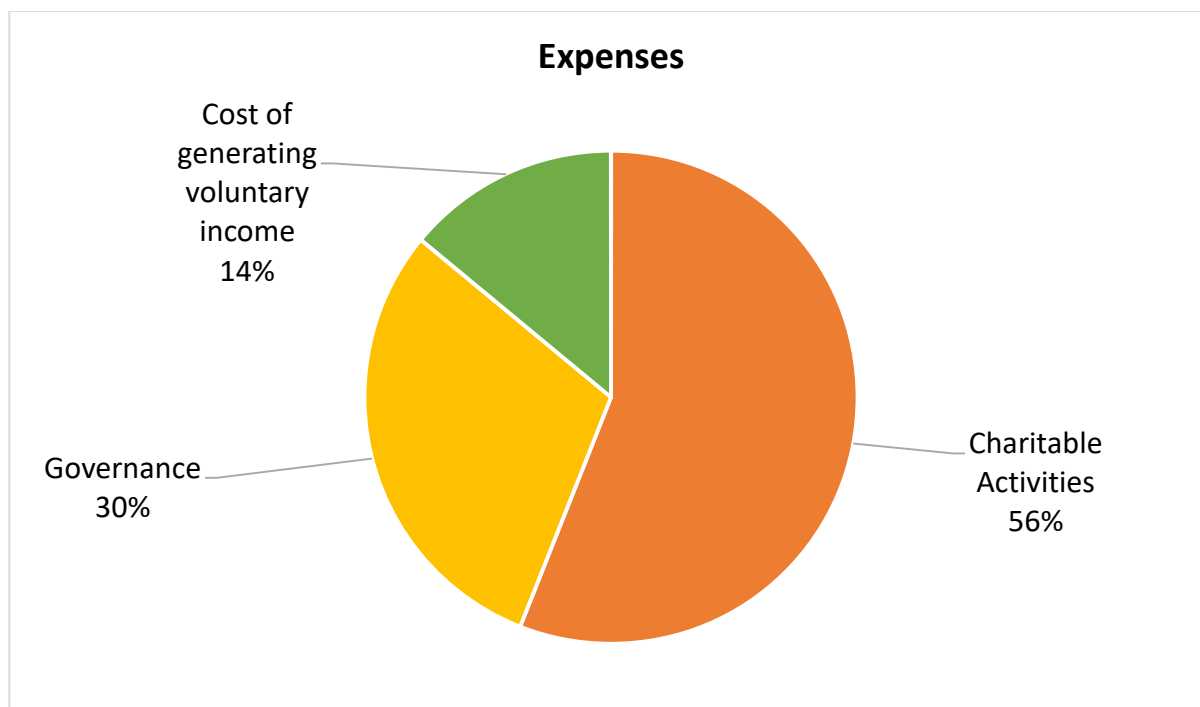
Funding sources

	2016-17	2015-16
Sponsorship (Scottish Building Society)	£2,000 (4%)	£2,000 (3%)
SCDA Membership Levy	£9,063 (19%)	£10,607 (25%)
Donations	£7,469 (15%)	£6,785 (16%)
Other Income Streams	£29,936 (62%)	£22,341 (54%)
Total	£48,468	£41,733



Expenditure

	2016-17	2015-16
Charitable Activities	£27,889 (56%)	£33,872 (62%)
Governance	£14,909 (30%)	£13,498 (24%)
Cost of generating voluntary income	£7,074 (14%)	£7,640 (14%)
Fundraising and trading	£0 (0%)	£99 (0%)
Total	£49,872	£55,109



Income and Expenditure

This year's accounts show a deficit of £1,404 compared with a deficit of £13,376 in the year 2015-16. We purchased steel cupboards for the Office this year to keep all the financial papers safe and most of the other costs were as expected. On the Income, our Membership fell slightly, and the grants paid out for the James Scotland Trust Fund were returned in full during this year. We had a very substantial surplus from the Scottish Final held at Pitlochry Theatre. We are also very grateful to the Killin Komedly festival who raised a substantial sum for the association

Investment

£71,127 has been invested with the Scottish Building Society but like all investments shows a very small annual interest rate.

Future Plans

Income is generally as predicted but we must keep a close watch on expenditure. It is inevitable that there will be an increase in the cost of association membership. The Association must continue on the path of financial prudence in order to ensure the long-term future for our members. We are grateful to all members and friends who have raised funds in novel ways and who have made generous donations to our reserves.

6. FUNDS HELD BY THE ASSOCIATION AS CUSTODIAN TRUSTEE

The James Scotland Trust Fund, registered 5 February 1990, is the single fund held by the SCDA to be reported on. Trustees of the Fund are SCDA Chairman, Vice-Chairman, one representative of each Division and a Treasurer.

The fund consists of monies held as long term investments in a Bank of Scotland Account. Operations for requests to draw on the funds held are maintained by holding a Bank of Scotland current account (of the type appropriate for Associations /Societies etc.) for facilitating cheque payments.

The bank accounts held under the James Scotland Trust Fund are clearly separate and identifiable from the bank accounts held for the normal operations of the SCDA National Office. Also, all transactions coming through the bank accounts held for the James Scotland Trust fund are monitored and approved by the Trustees appointed to manage the Trust Fund, with cheque signatories drawn from the said Trustees.

The fund, both capital and income, is exclusively linked to the objects of the SCDA as written in its constitution, namely:

- The encouragement of Drama in Scotland;

As such, requests from the fund may be granted in furtherance of the purposes of the Association as defined in the Constitution or such purposes as the General Council may from time to time determine in so far as they comply with the aims and objectives of the Association.

The situation regarding the above trust fund still remains unfortunately similar to previous years.

The existing efforts being put into raising income for the fund at present from members, member clubs, Districts and Divisions, is virtually non-existent. If we are to continue to help groups we do need regular donations.

It was agreed a few years ago that the capital and the income of the Trust Fund would be used constructively and appropriately. We would use the Trust Fund to further the aims of the Association but also go beyond that and promote all efforts to ensure the future of SCDA. These very open criteria allow us to fund a variety of different projects.

Please remember that anyone can apply on behalf of any member club for assistance with any project. Requests should be made to the Convenor of the fund through SCDA headquarters accompanied with a budget for the project stating total costs and what the club are doing to raise funds themselves and if they are getting financial assistance from any other fund.

The trustees are still very willing to look at any requests from clubs for a variety of projects. If anyone wishes to discuss the fund please contact the Convenor on email at mornascda@gmail.com

7. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Scottish Community Drama Association and enable them to ensure that the financial statements, which they are responsible for preparing, comply with the terms of the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Charity's founding deed. The applicable law also sets out the Trustees' responsibilities for the preparation and content of the Trustees' Annual Report. In addition, the Trustees are responsible for any other information published along with the Trustees' Annual Report and Financial Statements.

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

This report was approved by the Board of Trustees on 16th September 2017 and signed on its behalf by



Jacqueline Westerman
National Committee Chairman