



# SCOTTISH COMMUNITY DRAMA ASSOCIATION

## Report of National Committee for the Year Ended 30 June 2021

The National Committee presents its report and financial statements for the year ended 30 June 2021

1. Reference and Administrative Information
2. Structure, Governance and Management
3. Objectives and Activities
4. Achievements and Performance
5. Financial Review

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## 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

### National Committee and Executive

Members of the National Committee who act as the Executive are designated: (EXEC).

Tony Flisch	(retired 11/20)	Chairman	(Eastern Division)
Carolyn Harrison	(EXEC appointed 11/20)	Chairman	(Northern Division)
Alan Gerrard	(EXEC)	Vice Chairman	(Highland Division)
Robin Smith	(EXEC appointed 11/20)	Vice Chairman	(Eastern Division)
Lesley Syme	(EXEC)	Treasurer	(Eastern Division)
Morna Barron	(EXEC)	Secretary	(Northern Division)
Martin Butler	(EXEC appointed 11/20)	Eastern Divisional Representative	
Stephen Lambert		Eastern Divisional Representative	
Gordon Hibbert		Eastern Divisional representative	
Chris Hewet	(EXEC)	Highland Divisional Representative	
Gill James		Highland Divisional Representative	
Lily Hothersall	(appointed 11/20)	Highland Divisional Representative	
Paula Gibson	(EXEC)	Northern Divisional Representative	
Lee Dunn		Northern Divisional Representative	
Pam Howat		Northern Divisional Representative	
Gerry Burns	(EXEC resigned 20/06/20)	Western Divisional Representative	
Elizabeth Matheson	(resigned 11/20)	Western Divisional Representative	
Anne McIntyre	(EXEC appointed 11/20)	Western Divisional Representative	

Sue Pannell  
Ian Smith

(appointed 11/20)

Western Divisional representative.  
Western Divisional representative

**Honorary President** Richard Wilson OBE

**Honorary Vice-Presidents** Peter J Stevens  
James Witcomb  
Morna Barron  
Richard Mackintosh  
Keith Robinson  
Gordon Hibbert  
Jackie Westerman  
Tony Flisch

**Honorary Members** Douglas N Currie BEM  
Jane Talbot  
Iain McEwan

**Staff employed by the Association**

Carole Williams National Drama Advisor  
Brenda Williams National Office Administrator

**Independent Examiner** Andrew Mead FCCA  
Andrew Mead & Co Ltd., Craigoran, Glenmore Road, Oban PA34 4NB

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

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## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **2.1 Governing Document**

The Scottish Community Drama Association is an unincorporated body, originally formed in 1926. It is governed by a constitution last updated in 2019. Its object is the encouragement of community drama in Scotland.

The governing body of Scottish Community Drama Association 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 Executive Committee comprises the National Chairman, two Vice Chairmen, National Treasurer and National Secretary and one representative from each Division. The Executive must provide the National Committee with minutes of all its activities.

### **2.2 Recruitment and appointment of National Committee**

The National Committee is made up of the following representatives.

- Three representatives from each of the four Divisions, elected at the Divisional AGMs.
- The National Chairman
- Two National Vice-Chairmen
- The immediate Past Chairman who may serve for one year after demitting office
- The National Treasurer
- The National Secretary of the Association
- The National Membership Secretary
- Scottish Community Drama staff attend as required but without voting rights.

### **2.3 Trustee Induction and Training**

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

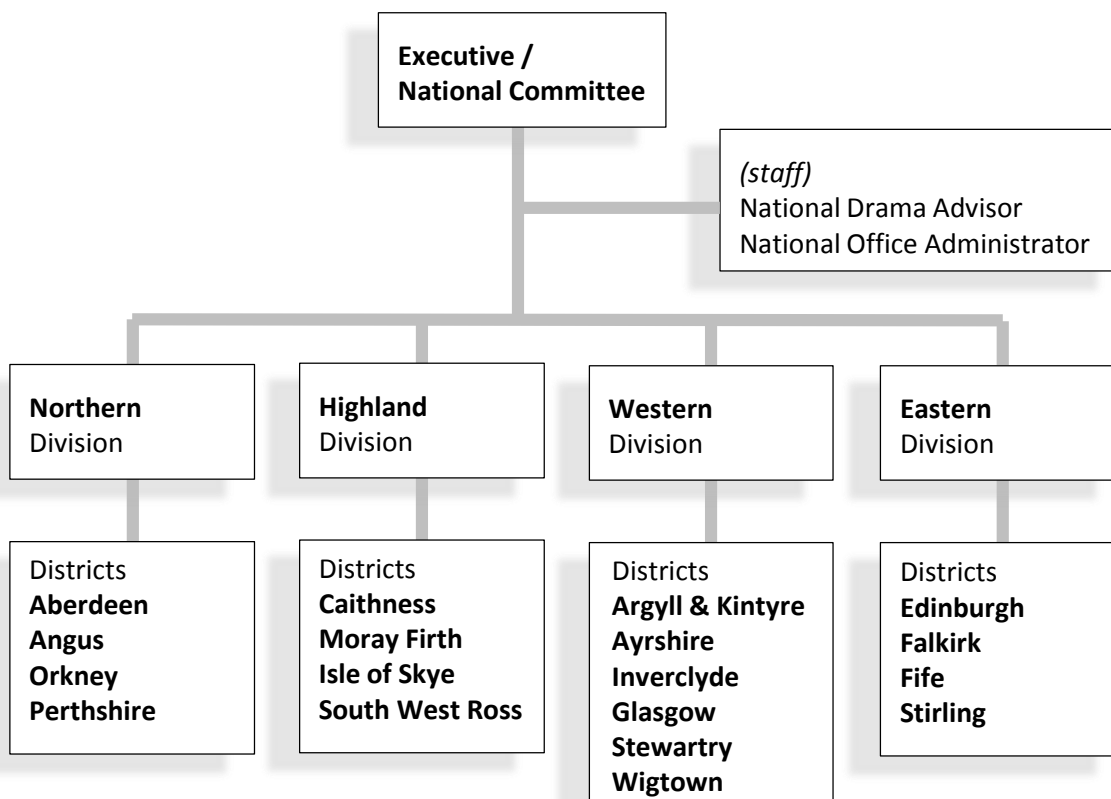
All Executive and National Committee members have signed Trustee Declarations and been advised on the responsibilities of Trustees. This procedure has been rolled out to Divisional and District Committees, and SCDA have recommend to those clubs which are charities that they follow the same procedure.

### **2.4 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.

## 2.5 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 Association 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**

### **3.1 Objectives**

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

*The encouragement and development of drama in Scotland. The Association seeks to bind together amateur drama groups throughout the country. The Association shall, by advice, promotion, publicity, festivals of Community Drama, lectures, conferences and any other suitable means, endeavour to increase interest in Drama.*

### **3.2 Activities**

The principal activities of the Association are:

- Organising an annual competitive one-act play festival, held between January and April. 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 one-act play festivals.
- Organising an annual play-writing competition on behalf of the United Kingdom Community Drama Festival Federation.
- Organising a biannual play-writing competition for original scripts
- Organising an annual monologue competition.
- 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**

### **4.1 Festivals**

We had initially planned our normal One Act Festival programme for 2021 culminating with our grand Scottish Final in Kirkwall, Orkney. The decision was made to delay the dates of our various rounds to allow for the vaccine rollout and hopefully the subsequent decrease in cases of Coronavirus following the winter months. Unfortunately, it became apparent with extended local lockdowns and continued physical distancing restrictions that this would not be possible. It was with great regret that we were left with no option but to cancel the One Act Festival completely for this year although plans are already in progress for a relaunch of our Festival for next year.

In addition to our existing Festival we launched a new Monologue Competition featuring two awards, one for writing and the other for performance. The Festival Committee were responsible for the initial development of the guidelines, eventually devising two separate sets of rules and marking schemes.

There were 109 entries across both competitions, 63 in the performance category and 46 in the writing category. Entries were received from all four Divisions and we received entries from clubs that are not regular Festival participants.

The performance competition was judged by an initial team of judges made up of experienced SCDA members and they produced a shortlist of 18 finalists. These finalists were then assessed again by professional adjudicator Dave Bennett.

The writing competition was assessed by a separate team of readers who determined the winner and commended five other scripts.

The winner of the performance competition was Liz McLardy of Dingwall Players with her performance of 'Perfect Pitch' which she also wrote. The winner of the writing competition was Jane Orr of The Byre Writers for her script 'Swansong'. Warm congratulations go to both of them.

We recognise that a great deal of hard work and planning had already taken place throughout the organisation for the cancelled Festival rounds and are grateful to everyone involved.

The Festivals Committee continues to liaise with both SASDA and GODA adjudicators. The Festivals Committee have met online since lockdown to continue debate on issues which have arisen during Festival rounds.

### **4.2 Playwriting**

Due to the continuing COVID-19 Pandemic restrictions, all amateur drama festivals throughout the UK in 2021 had to be aborted resulting in the cancellation of our two annual events - the Scott Salver Playwriting Competition for original scripts receiving their debut performance in District Festivals across Scotland and the Geoffrey Whitworth Competition administered by SCDA on behalf of the UK Community Drama Festivals Federation premiering new scripts from festivals nationwide. We hope that both competitions will return in 2022.

However we were delighted to re-launch an updated version of our popular Play on Words Competition featuring new work from Scottish based playwrights. There were two entry categories for playwrights of any age and for young writers under 30 years.

Rules and Entry Fees were revised, promotional videos and interviews with previous winners organised online by Lisa Nicoll, Creative Director of In Motion Theatre, a group of 19 experienced actors and directors were recruited as readers and the competition launched in November 2020 with a closing date of 31 March 2021.

We were most fortunate to secure the services of Guy Hollands, former Artistic Director of Glasgow's Citizens Theatre, as our Principal Judge who would provide invaluable advice and comments for the top authors through Zoom discussions and host mentoring sessions for the winners of each category whose scripts would also receive an offer of publication by Cressrelles Publishing.

A total of 49 entries were received including 3 specifically written for youth group performance – all scripts were read and assessed by six readers and received written comments based on the readers' assessments. Two reader's feedback sessions were organised with Carole Williams our National Drama Advisor to collate helpful information for future competition planning.

The winner of the Under 30 category was Aaron Kirkwood from Dennistoun, Glasgow with "A Dream Called Vienna" with runners-up: Isla Cowan with "Bleeding", Blair Harrison with "On the Sea" and Cameron Forbes with "A Short Play about Love, Death, Parties and Balloons".

The winner of the open category was Heloise Thual from Glasgow, with "Teen Horror Love" with runners up Mike Tibbetts with "On the Twelfth Day of Christmas", Drew Young with "A Human Condition" and Gerry McCartan with "Mnfpee". Both winners are now working with Guy to improve their scripts for performance and publication.

A reminder that all the top plays in our competitions will be available to borrow from the National Script Library at Summerhall in Edinburgh.

### **4.3 National Drama Advisor**

The continuation of restrictions to in person activities throughout 2020/21, has resulted in the NDA roadshow having to be delivered solely online. Despite the challenges of online delivery, Carole has continued to create and deliver exciting opportunities for members and develop new skills for herself that will be beneficial for future activity. As a National organisation, being restricted to online delivery has had some clear benefits and it is likely that a blended approach will be offered in the future to allow more people to access the training and advice that SCDA offers its members.

Here are some examples of what Carole has achieved with the NDA programme this year

- 7 Monologue workshops were delivered with over 50 people attending from across Scotland
- Supported the development of the monologue competition and created website resources including 2 instruction videos and tip sheets
- A weekend of devising workshops was delivered at the online Braemar Arts Festival resulting in the recording of a 45-minute piece of original drama
- Contributed to the Glasgow District programme of short talks for their members
- Website contributions included 2 filmed interviews with well-respected Directors - Dominic Hill from the Citizens Theatre and Ken Alexander a freelance director with a wealth of experience both in and outside of Scotland. Carole has also been instrumental in compiling links and information on the Covid Resources pages and expanded the Youth section
- Created a Youth Network in early 2021 where members working with young people can receive peer support and personal development through an online forum
- A further Reserve Adjudicator training was delivered with 10 new recruits extending our pool of emergency adjudicators
- Nurtured relationships with YTA (Youth Theatre Arts) NODA (National Operatic and Dramatic Association), Creative Lives (formerly Voluntary Arts), and innovative theatre company Wonderfools and FST (Federation of Scottish Theatre). We will continue to work with these organisations through the period of recovery and in the future where mutually beneficial
- Launched an online performance company for adults, to build on the positive benefits for people from across Scotland being able to collaborate together

Whilst we look forward to being able to visit clubs again and deliver workshops locally, the last year has also continued to open up opportunities and challenge us to link communities together in new and innovative ways.

#### 4.4 National Library

Our plans for a re-launch of the SCDA Library did not come to fruition in the last year, but the experience of “life in lockdown” demonstrated the value of ‘on-line shopping’ with almost everyone coming to rely on acquiring their needs in a different manner than before. Whilst the demand for scripts was greatly reduced, a trickle of orders and enquiries steered us to look at exactly how easy it is to order scripts from our Library and in particular, our cataloguing system. We concluded that if the SCDA Library is to continue its service, a substantial overhaul of our catalogue must be undertaken and, where possible, the digitisation of scripts too. This will come at a substantial cost, but some grant funding may well be available to assist us.

As always, there is a ‘but’, and when approaching funders, they will need to be assured that their funds will be a benefit for many years to come and SCDA Executive have now agreed to assure that the library has at least five-year life-span, and that in addition to the work detailed already, we must promote the service much more actively and to a wider public.

Currently we are preparing a ‘spec’ for a new database etc. prior to commencing the task of completing lots of grant application forms! Much work has been done by our keen volunteers to update the database during lockdown, and this will be a great help going forward. In time to come we will need to source volunteers to assist in the library – and who knows – we may get to browse the shelves more freely soon.

Huge thanks go to Alison, our Senior Librarian for her work during a difficult time.

#### 4.5 Communication

Our quarterly magazine, Scene, continues to provide a forum for exchanging views and reporting on amateur theatre around Scotland. We normally have four copy dates and Scene regularly comes out on time. It continues however to be a struggle to find advertisers. We like to 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. Anyone who wishes to become a roving reporter, photographer or theatre critic, please contact [scene@scda.org.uk](mailto:scene@scda.org.uk).

Due to the Covid crisis we were prevented from producing our summer issue in 2020 and produced a midyear bumper copy in the Autumn and managed to put together a Spring issue in 2021.

The magazine is sent out electronically to our clubs in the hope that it is circulated round all their members, giving the association a wider voice. It also goes out to Universities and National Libraries.

We are also delighted with the continued use of our Facebook page which is overseen by various members. 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. It has been especially valuable during the early lockdown for keeping clubs in touch.

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



## 4.6 Website

We were hopeful that our website would be redesigned for us by ImageWest who, having been prevented from visiting Stirling by COVID-19, worked remotely and communicated mainly by email with a couple of virtual meetings

The project ended in March 2021 and while some aspects of the design were attractive, we had a number of issues with the platform and functionality. We therefore started to look at alternatives and sought quotations from three commercial developers. The capital costs were considered too much, and more worryingly, the revenue costs would be substantially greater than we had been paying. We decided at that point to shelve the project, however we were in contact with Hollis-Creative who had worked with us before and they seemed a better bet both technically and creatively.

With the SARS-Covid-2 virus having changed all our lives, the website was updated relatively frequently and helped with launching competitions and publishing results.

We look forward to reporting on the new site in 2022.

## 4.7 Fundraising

With no physical gatherings during the year our Fundraising efforts were always going to be badly affected during the past year. Orders for merchandise, including our specially designed face coverings, have trickled through, and one of the successes in the year was the sale of tartan brooches lovingly produced by an Exec member – raising £153.00.

Whilst activities producing income came to a standstill, we still encountered the usual costs in keeping the Association in safe hands until better times return and once again the SCDA membership have responded well by continuing to support the Patrons scheme. Even better, a number of long-standing Patrons felt able to increase their monthly contributions and we are grateful for their valuable support. Application forms are on the website.

Fundraising for improved Library cataloguing is currently being planned and we look forward to meeting our friends and supporters again very soon.

## 4.8 Membership

The table below shows the membership statistics for the year ended 30th June 2021.

Despite the pandemic general Club membership has stayed largely steady except one Division. Youth groups dropped considerably however, and again the impact was heaviest in one Division. One club re-joined after a few years absence in order to enter the Monologue competition.

Individual membership is down considerably. Some of this is due to a large take up on Life membership. However, overall we lost 33 existing individual members. The position was helped by having 22 new members join, including 12 who joined in order to enter the Monologue and/or Play on Words competitions.

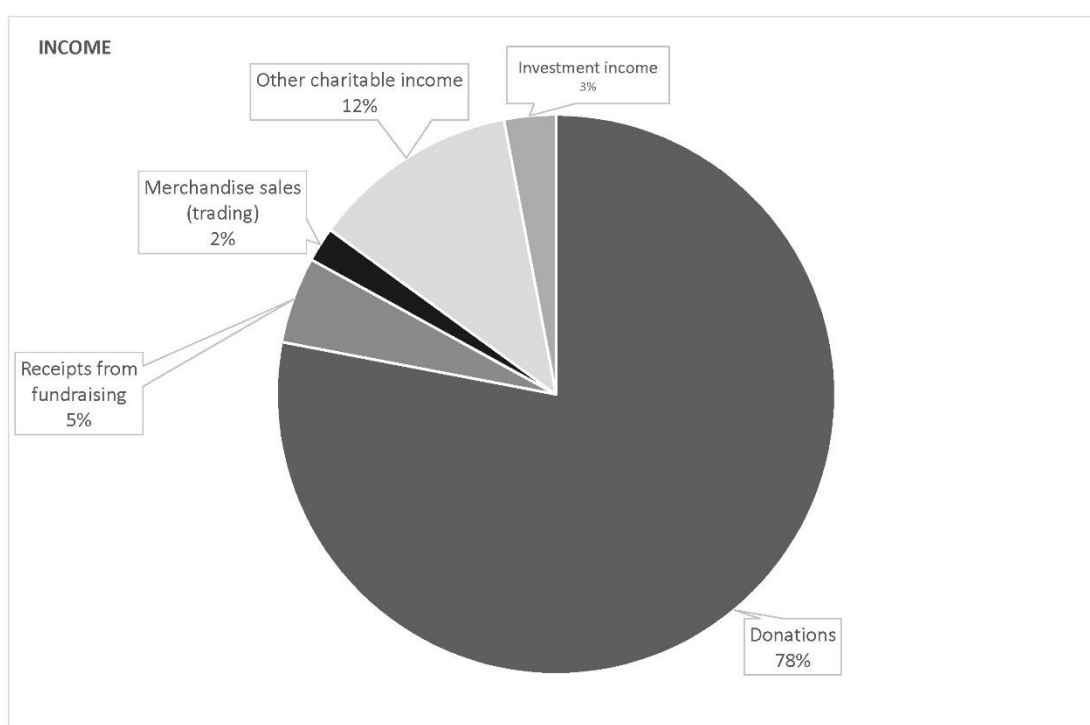
We cannot afford to continue this decline and every effort needs to be made to recover lost members, whether clubs or Individual, and recruit new ones.

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Life Members</b>											
<b>Eastern</b>	25	21	21	19	19	17	17	16	16	18	<b>28</b>
<b>Highland</b>	20	15	15	14	14	13	12	12	12	11	<b>11</b>
<b>Northern</b>	24	25	25	25	25	25	25	26	25	28	<b>38</b>
<b>Western</b>	24	21	20	19	19	16	15	15	13	13	<b>18</b>
	93	82	81	77	77	71	69	69	66	70	<b>95</b>
<b>Individual Members</b>											
<b>Eastern</b>	68	68	70	87	91	78	68	75	76	71	<b>68</b>
<b>Highland</b>	44	42	23	36	34	32	25	27	25	24	<b>23</b>
<b>Northern</b>	94	83	86	101	97	89	90	83	72	83	<b>56</b>
<b>Western</b>	91	94	77	89	91	82	79	74	65	54	<b>49</b>
	297	287	256	313	313	281	262	259	238	232	<b>196</b>
<b>Clubs</b>											
<b>Eastern</b>	49	47	44	44	45	47	45	42	39	43	<b>42</b>
<b>Highland</b>	15	15	13	12	14	13	12	10	12	11	<b>10</b>
<b>Northern</b>	30	26	27	27	29	28	28	25	25	27	<b>26</b>
<b>Western</b>	33	37	31	36	36	34	37	38	41	37	<b>28</b>
	127	125	115	119	124	122	122	115	117	118	<b>106</b>
<b>Youth / Schools</b>											
<b>Eastern</b>	4	8	5	5	7	4	6	9	8	6	<b>6</b>
<b>Highland</b>	12	12	12	8	7	8	5	5	4	3	<b>3</b>
<b>Northern</b>	8	9	6	4	5	5	7	8	7	7	<b>4</b>
<b>Western</b>	3	3	5	5	5	8	5	9	9	11	<b>4</b>
	27	32	28	22	24	25	23	31	28	27	<b>17</b>
<b>Totals</b>											
<b>Life</b>	93	82	81	77	77	71	69	69	66	70	<b>95</b>
<b>Individual</b>	297	287	256	313	313	281	262	259	238	232	<b>196</b>
<b>Club</b>	127	125	115	119	124	122	122	115	117	118	<b>106</b>
<b>Youth</b>	27	32	28	22	24	25	23	31	28	27	<b>17</b>
	544	526	480	531	538	499	476	474	449	447	<b>414</b>

## 5. FINANCIAL REVIEW

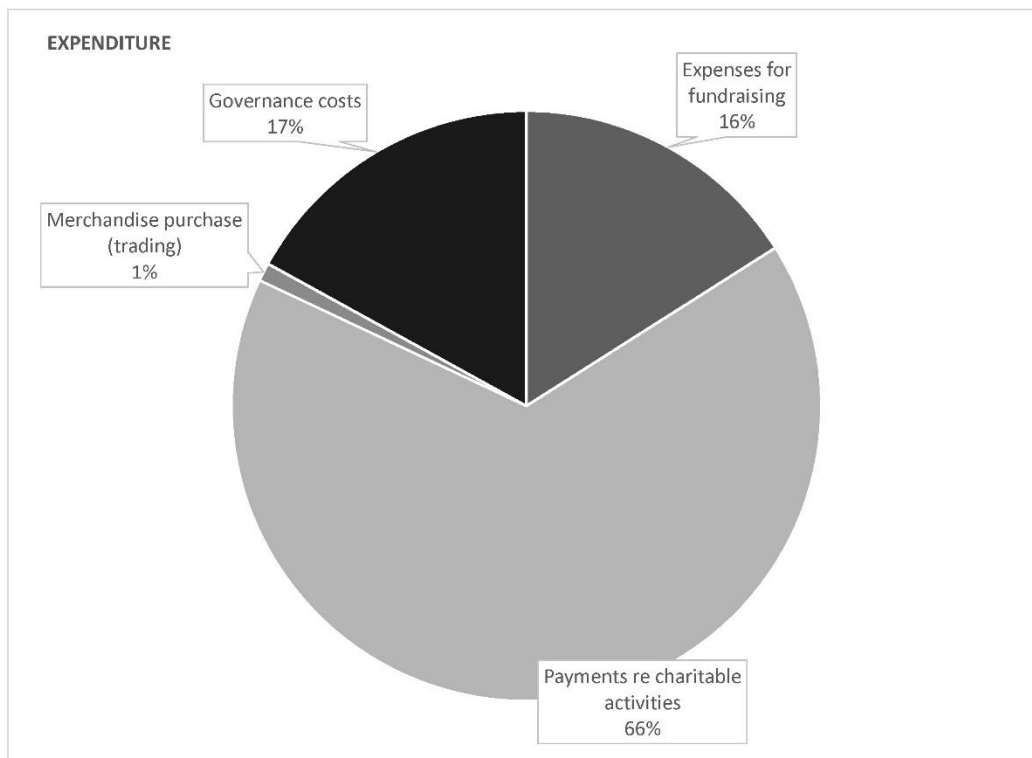
### 5.1 Funding Sources – income to unrestricted funds only

	2020-21	2019-20
Donations	£20,945 (78%)	£30,167 (49%)
Grants	£0	£17,500 (29%)
Fundraising	£1,430 (5%)	£6,552 (10%)
Merchandise sales (trading)	£441 (2%)	£387 (1%)
Investment income	£870 (3%)	£319 (1%)
Other charitable income	£3,192 (12%)	£5,313 (9%)
<b>TOTAL</b>	<b>£26,878</b>	<b>£60,238</b>



### 5.2 Expenditure from unrestricted funds only

	2020-21	2019-20
Expenses for fundraising activities	£5,676 (16%)	£6,467 (14%)
Merchandise purchase (trading)	£54 (<1%)	£1,429 (3%)
Payments re charitable activities	£23,568 (66%)	£30,572 (65%)
Governance costs	£6,056 (17%)	£8,166 (18%)
<b>TOTAL</b>	<b>£35,354</b>	<b>£46,634</b>



### 5.3 Income and Expenditure

This year’s accounts show an overall deficit of £11,033 across all funds. Given that for the full year we have been operating in a pandemic, and have received no support in the year from external sources, this is not unexpected. We had started the year with a fairly optimistic budget as we had hoped the problems of the pandemic would be shorter term.

However, we had been very fortunate in the financial year to 30<sup>th</sup> June 2020 to receive considerable extra funds, and £12,500 of this was specifically “earmarked” to assist 2020-21. We have to look at the two years 2019-20 and 2020-21 together and it is encouraging that our overall funds at 1st July 2019 stood at £79,181 while 24 months later at 30th June 2021 the balance is, as per the accounts, £85,611.

We are pleased that our membership figures held up better than might have been expected, and we continued to have much appreciated financial support from our Patrons. The income from Life memberships is welcome and we are drawing on this annually.

Rather obviously there has been no Festival activity, no physical AGMs, no “proper” get-togethers at all – this has had a considerable impact on merchandise sales. However, we did benefit from the sales of handmade brooches (donated by a member of the Executive) and face coverings.

Sponsorship from JBT Distribution Ltd sadly ceased with the takeover of the company by Menzies. We express our thanks for all the support received from them previously.

Both our staff have continued to work at home throughout the year.

The costs for the Library at Summerhall were met out of the Library Fund for the year. This has diminished the Fund to £856. SCDA Executive are currently fully committed to retention of the Library, and will be seeking funding for a five-year period at least. This will include improving the catalogue facility and we are addressing how to market the facility more widely.

Obviously, donations are always welcome for the Library, and indeed SCDA generally.

Gift Aid adds significantly to our income (£4,068 in 2020-21 based on the previous years' donations), and we encourage anyone who is eligible to sign a Gift Aid declaration if they have not already done so. We can claim Gift Aid on membership subscriptions as well as donations.

In 2019-20, we were grateful to receive a legacy of £2,000. We have recently been notified of a further legacy, and this will be a valued addition to our funds in 2021-22. Gifts of this kind are difficult to talk about, but we are pleased that people wish to remember us in this way.

Once again, we thank all who support us in any way.

#### **5.4 Investment**

The move to our new savings accounts in 2019-20 has increased the amount of interest received in the financial year. The 3 year fixed rate account that we opened has two further interest payments before it matures in September 2022. The interest rate is a healthy 2.1%. Interest rates continued to fall for most of the past year, but in June 2021, we finally found a new home for our matured 12 month fixed rate account that is giving 0.47%. It is not a lot but better than most business savings accounts. We continue to look for opportunities to invest our reserves with a reasonable return.

#### **5.5 Future Plans**

The COVID-19 pandemic has shown how vulnerable we all are. The association must continue on the path of financial prudence in order to ensure a long term future. We have a reserves policy that is kept under review.

Our budget for 2021-22 shows a deficit of £11,212. This was agreed on the basis that we would plan for a more "normal" year. However, the deficit is larger than "normal" as we committed to running the two competitions in 2020-21, Monologue and Play on Words. There will be expenditure in 2021-22 that relates to these competitions.

The Executive is also committed to website improvements that will have a significant cost.

We also have a commitment, as mentioned previously, to improve the cataloguing for the Library but, at present, this is uncosted and relies heavily on getting grants and donations.

We move forward with guarded optimism knowing that we have a rocky road ahead and need to focus on recruitment and retention of members in particular.