



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date: 01.10.2023

Period end date: 30.09.2024

Charity name: INK

Charity registration number: 1175770

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the Arts for the public benefit
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To advance the arts and education for the public benefit by encouraging and supporting the creation of new short scripts for stage and radio. This will be achieved by facilitating collaboration and mentorship among emerging and established writers of all ages, with a particular focus on individuals connected to East Anglia. The charity is committed to promoting diversity and inclusion, ensuring opportunities are accessible to underrepresented and marginalised voices within the writing and performing arts communities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	To provide affordable local access to new drama and to promote greater awareness and appreciation of the performing arts within East Anglia; to advance the education of children and young people in drama and related disciplines; and to support The Cut Performing Arts Centre in Halesworth, Suffolk, along with similar venues, in their efforts to bring high-quality performing arts to their communities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The INK Festival 2024 was held at The Cut Arts Centre and surrounding venues in Halesworth, Suffolk. What began in 2014 with just 15 original short plays has grown into a nationally recognised celebration of new writing. We now produce over 70 new plays in repertoire, selected from more than 1000 submissions annually.</p> <p>Originally founded as a platform to support aspiring playwrights, INK has evolved into a dynamic hub of artistic expression, buzzing with live art, new ideas, and creative collaboration. We provide a seedbed of talent, jobs, and opportunity for writers, directors, actors, and technical crew – of all ages and levels of experience.</p> <p>Alongside our core programme of short plays, we've expanded our artistic offering to include film, music, poetry and comedy, creating a vibrant and diverse cultural experience. Our festival also features workshops, readings, industry talks, and events for children, ensuring engagement across generations and backgrounds.</p> <p>Yet despite our growth, we remain deeply rooted in our founding purpose and place. Our commitment to Halesworth and the East Anglian community is at the heart of everything we do. Beyond the festival, we work year-round with local schools, adult writing groups, regional universities, and we collaborate with organisations in health,</p>

		social care, the environment and heritage. INK also tours work to other festivals and venues across the UK, expanding the reach of East Anglian talent and reinforcing our role as a leading force in the development of new drama in the UK.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	INK'S Reserve Policy is to target a minimum freely available cash balance of £10,000
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	After considerable consideration the Trustees agreed this to be an adequate reserve
Amount of reserves held	Para 1.22	£24,055.75 is the carried forward funds to maintain INK activities throughout the year
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected and are appointed for a term of 3 years by a resolution passed at a properly convened meeting of the charity Trustees (Para 10.1(a) of the INK constitution).

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	INK
Other name the charity uses	INK Festival
Registered charity number	1175770

Charity's principal address	INK Spot, Unit, The Cut Arts Centre 8 New Cut, HALESWORTH Suffolk IP19 8SY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Heather Newill	Chair	16.07.24	
2	Julia Sowerbutts	Artistic Director		
3	Anthony Mackintosh			
4	Rob Gildon			
5	Ben Elder			
6	Simon Trewin			
7	Kevin Murphy		20.05.24	
8	Vincent Franklin		20.10.24	
9	Paul Schlesinger		11.11.24	
10	Julia Berry		11.11.24	

Corporate trustees – names of the directors at the date the report was approved

Director name	n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	n/a	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Heather Newill	Julia Sowerbutts
Full name(s)	HEATHER ANN NEWILL	JULIA SOWERBUTTS
Position (eg Secretary, Chair, etc)	CHAIR	ARTISTIC DIRECTOR
Date	29.07.2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
INK (Pen to Performance)

No (if any)
1175770

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Receipts and payments accounts

For the period from	Period start date 01/10/2023	To	Period end date 30/09/2024
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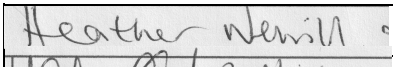
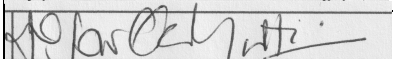
Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,338	-	-	2,338	5,089
Grants	-	65,050	-	65,050	67,450
Grants - Foyle Foundation	5,000	-	-	5,000	5,000
Fund Raising Events	5,509	-	-	5,509	5,232
Workshops	-	-	-	-	240
Ticket Sales	50,530	-	-	50,530	36,722
Sponsors	10,450	-	-	10,450	12,300
	-	-	-	-	-
Sub total (Gross income for AR)	73,827	65,050	-	138,877	132,033
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	73,827	65,050	-	138,877	132,033
A3 Payments					
Production Costs	14,272	54,384	-	68,656	57,712
Technical Costs	38,500	8,166	-	46,666	31,100
Office Costs	3,850	-	-	3,850	3,826
SUB CONTRACTED STAFF	18,318	9,416	-	27,734	22,098
DESIGN	9,913	-	-	9,913	14,501
Insurance	480	-	-	480	475
WEBSITE	1,613	-	-	1,613	5,066
Activities for Youth	-	1,050	-	1,050	2,339
	-	-	-	-	-
Sub total	86,946	73,016	-	159,962	137,117
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	86,946	73,016	-	159,962	137,117
Net of receipts/(payments)	- 13,119	- 7,966	-	- 21,085	- 5,084
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	- 1,552	46,693	-	45,141	50,225
Cash funds this year end	- 14,671	38,727	-	24,056	45,141

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays	- 14,671	38,727	-
			-	-
		-	-	-
	Total cash funds	- 14,671	38,727	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	HEATHER ANN NEWILL	29/07/2025
	JULIA SOWERBUTTS	29/07/2025



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
INK (From Pen to Performance)

On accounts for the year
ended

30/09/2024

Charity no
(if any)

1175770

Set out on pages

3 and 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

P. Hennem

Date:

29/07/2025

Name:

Peter Hennem

Relevant professional
qualification(s) or body
(if any):

Fellow of the Institute of Chartered Accountants in England and Wales

Address:

Bowen House, 108 Wangford Road, Reydon, Suffolk, IP18 6NZ