



Keighley Youth Theatre

Trustees' Annual Report

01/01/2023 - 31/12/2023

Section A		Reference and administration details	
Charity name		Keighley Youth Theatre	
Other names charity is known by		KYDZ	
Registered charity number (if any)		1187137	
Charity's principal address		Oakworth Methodist Church Lidget KEIGHLEY BD22 7HN	
Names of the charity trustees who manage the charity			
Trustee name	Office (if any)	Dates acted if not for the whole year	Name of person (or body) entitled to appoint trustee (if any)
David Knights	Artistic Director (Chair)		
Robert Green	Finance & Compliance Director		
Bethany Green	Strategy & Sustainability Director		
Severina Ledgard	Director (without portfolio)		
Matthew Stewart	Secretary		
Names of the trustees for the charity, if any, (for example, any custodian trustees)			
Trustee name		Dates acted if not for the whole year	
N/A		N/A	
Names and addresses of advisers (Optional information)			
Type of Advisor	Name	Address	
N/A	N/A	N/A	
Name of chief executive or names of senior staff members (Optional information)			
N/A			
Section B		Structure, governance and management	

Type of governing document	Constitution
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	Elected by trustees
Additional governance issues (Optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>We have built up a team of parent helpers for productions and rehearsals, all with relevant DBS checks. This includes several approved by the local authority as registered chaperones.</p> <p>We have almost completed a full audit/update of policies. A revised safeguarding policy is awaiting approval, and the behaviour policy will be refreshed to reflect modern 'positive framing' practice in schools.</p> <p>We continue to have close links with the National Operatic and Dramatic Association (NODA), an umbrella body for theatre groups. We see a massive return on modest annual fees, eg: cheaper insurance, specialist advice and information, networking, and training. NODA funded a professional drama workshop for our members in 2023 in coordination with another local group.</p> <p>We have links with other local groups to share costumes, props and technical equipment; undertake joint activities (eg drama workshops and performances); and enable members to perform with both ourselves and other theatre groups.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objects of the CIO are to:</p> <ul style="list-style-type: none"> • (1) To educate the public in the theatrical arts, and to assist the development, appreciation and taste in said arts. • (2) To advance the education of children and young people in the local area in the craft and technique of theatre production and staging. • (3) To assist and further such charitable institutions and charitable purposes as the Committee and/or Board shall from time to time determine.
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)	<p>We staged three productions in 2023:</p> <p>Jolly Hockey Sticks: a comedy-adventure set in Nazi Germany in 1936 that explored themes of friendship, bravery and prejudice, using historical events to highlight serious themes still relevant today.</p> <p>Concert: annual concert allows all members to shine as individuals as well as bringing together existing and new members.</p> <p>Living Louder: a contemporary drama set in a children's hospital that explored themes of life, love, loss and hope.</p> <p>Singing sessions: weekly online groups to build skills and confidence.</p>
Additional governance issues (Optional information)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; 	<p>The contribution of volunteers to the CIO is significant and wide-ranging, covering: day-to-day management of the charity; strategy and ongoing sustainability planning to ensure future viability; running the regular</p>



<ul style="list-style-type: none"> ● policy programme related investment; ● contribution made by volunteers. 	<p>drama/singing sessions with the young people; additional support from parents during stage productions.</p> <p>Throughout 2023 we have continuing to invest in costumes to support our performances and increase the quality of the productions that we put on.</p> <p>We also started some limited (but welcome) activities under the banner of 'reward, retention, recruitment and retention', by holding a small number of relaxed events for members where food/drink was provided. These events were split between the Acting Members and separately for Trustees and the wider production team. We recognise that in an organisation as small as ours, retention is particularly important and these small events have seen us recognise the value of our members, both acting and non-acting.</p>
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Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<ul style="list-style-type: none"> - Completing our recovery from Covid-19 in the artistic/creative sphere, ie returning to our previous pattern of two major musical productions and a concert each year. - Successfully managing a large transition in membership as many younger children replaced older members who had left for university. - Improving the running of singing rehearsals, tuition and online groups following extensive training funded by the Board. - Rebuilding a programme of encouraging young people to take part in production tasks, eg writing, choreography, directing and make-up. - Providing emotional and practical support for the young people and their families (including peer-support). - Supporting an increasing number of acting members with additional needs, eg ADHD, autism or social anxiety (currently a third of membership). We value their involvement in KYDZ, and provide extra support to ensure these children can take part in weekly activities and stage productions. - Continuing to maintain our financial stability through fundraising

Section E	Financial review
Brief statement of the charity's policy on reserves	<p>The Charity holds reserves in order to protect the medium-term viability of the Charity in the event of a total loss of income.</p> <p>Spending of surplus reserves on necessary upgrading of resources, especially technical equipment and costumes is undertaken periodically.</p> <p>In 2022 we invested heavily in Lighting and Audio/Visual equipment which was funded by a mixture of grant funding and spending our own capital from our reserves pot, which had gone above the amount necessary to sustain the Charity. We also invested some of our own capital in costumes.</p>
Details of any funds materially in deficit	The Charity has no deficit.
Further financial review details (Optional information)	
You may choose to include additional information, where relevant about:	We have continued to raise funds throughout the year in addition to ticket sales income, mainly through the sale of donated items of clothing and children's toys, alongside taking part in local community fundraising events such as Village Galas and Christmas Fayres.

<ul style="list-style-type: none"> the charity’s principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives including any ethical investment policy adopted. 	<p>Acting Membership subscription fees are set low to support inclusion; however, we ensure that subs cover core running costs such as venue hire and insurance. In 2023, our ticket revenue has grown by almost 65% as we see a return to pre-pandemic audience numbers. We have not yet fully recovered however this, alongside stringent cost control has meant that we will continue to freeze our membership fees at £10/month in 2024 – the third year running. We have also previously offered uniform at subsidised rates, however due to our relatively strong financial performance we are now able to offer the first uniform to all new members free of charge, and still heavily subsidise any top-ups or replacements. In order to support inclusion, the Board is willing to suspend subscription fees if a family cannot afford to pay; this has only happened once in recent years.</p> <p>Ticket revenue continues to cover the costs of staging productions, which we take measures to keep low, including writing our own scripts.</p>
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Section F	Other optional information

Section G	Declaration	
The trustees declare that they have approved the trustees’ report above.		
Signed on behalf of the charity’s trustees		
Signature(s)		
Full name(s)	David Knights	Robert Green
Position	Artistic Director (Chair)	Finance & Compliance Director
Date	2024-07-24	2024-08-11

Signature Certificate

Reference number: XAZDM-CANPX-XMBPC-W2MUQ

Signer

Timestamp

Signature

David Knights

Email: david.knights@kydztheatre.co.uk

Sent:


14 Jul 2024 07:29:12 UTC

Viewed:

24 Jul 2024 12:27:27 UTC

Signed:

24 Jul 2024 12:29:06 UTC



Recipient Verification:

✓ Email verified

24 Jul 2024 12:27:27 UTC

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Location: Keighley, United Kingdom

Rob Green

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Sent:

14 Jul 2024 07:29:12 UTC

Viewed:

11 Aug 2024 17:35:32 UTC

Signed:

11 Aug 2024 17:35:46 UTC



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Profit & Loss
Keighley Youth Theatre
Accounting Year 2023/23

	Debit	Credit
Turnover		6,480
Sales		516
Main Show - July		977
March Show		1,036
October Concert		741
Subscription Fees		2,671
Baby Sales		212
Galas		110
Uniform		218
add Other Income		1,161
Grant Income		1,161
less Cost of Sales	68	
Baby Sale	38	
Materials	30	
less Administration Expenses	5,278	
Costumes	351	
Uniforms	456	
Props	26	
Backing Tracks	141	
Lighting Capital	108	
Sound Capital	272	
NODA Medals	133	
Reward, Recognition, Recruitment & Retention	465	
Health & Welfare	53	
Mileage	2	
Rent	2,080	
Computer Software	0	
Office Equipment	86	

Printing	31
Stationery	60
Accommodation and Meals	5
Advertising and Promotion	274
Legal and Professional Fees	84
Bank/Finance Charges	237
Insurance	412
/ess Tax-Disallowable Admin Expenses	10
Charitable Donations	10
Operating Profit	£2,285
/ess Drawings	£0
/ess Profit & Loss journal entries	£0
Retained Profit this period:	£2,285
Retained Profit brought forward:	-£4,998
Distributable Reserves / Retained Profit carried forward:	-£2,713