



# Keighley Youth Theatre

## Trustees' Annual Report

01/01/2024 - 31/12/2024

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	

<b>Type of governing document</b>	Constitution
<b>How the charity is constituted</b>	Charitable Incorporated Organisation
<b>Trustee selection methods</b>	Elected by trustees
<b>Additional governance issues (Optional information)</b>	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Sustaining a team of DBS-checked parent helpers for productions and rehearsals, including registered chaperones, has become difficult for several reasons, including unwillingness of parents to volunteer, and an unduly onerous registration procedure with the relevant Local Authorities.</p> <p>Our safeguarding policy has been updated. Behaviour management practices have been updated to reflect modern research-led "positive framing" used 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.</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. Training funded by KYDZ and NODA has enabled KYDZ leaders to provide workshop, skills training and support to other local theatre groups.</p>

<b>Section C</b>	<b>Objectives and activities</b>
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"> <li>• (1) To educate the public in the theatrical arts, and to assist the development, appreciation and taste in said arts.</li> <li>• (2) To advance the education of children and young people in the local area in the craft and technique of theatre production and staging.</li> <li>• (3) To assist and further such charitable institutions and charitable purposes as the Committee and/or Board shall from time to time determine.</li> </ul>
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 2024:</p> <p>Teenage Dreams: school-set drama which explored issues affecting children growing through adolescence. This allowed a leader to develop her directing skills.</p> <p>Concert: annual concert allows all members to shine as individuals as well as bringing together existing and new members.</p> <p>Rebel Girls: comedy-adventure designed to be 'lighter' in order to attract new audiences, while exploring themes including female empowerment.</p> <p>Singing sessions: weekly online groups to build skills and confidence.</p>
<b>Additional governance issues (Optional information)</b>	
You <b>may choose</b> to include further statements, where relevant, about:	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



<ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• policy programme related investment;</li> <li>• contribution made by volunteers.</li> </ul>	<p>drama/singing sessions with the young people; additional support from parents during stage productions.</p> <p>Continued investment in training a leader as a vocal coach has improved stage performances as well as building members' confidence.</p>
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Section D	Achievements and performance
<ul style="list-style-type: none"> <li>• Summary of the main achievements of the charity during the year</li> </ul>	<ul style="list-style-type: none"> <li>• Providing emotional and practical support for the young people and their families (including peer-support).</li> <li>• Strengthening and broadening abilities of the leadership team across the range of theatrical and childcare roles by sharing or taking turns with tasks.</li> <li>• Attracting an increasing number of members with different/additional needs (eg autism, ADHD, social anxiety) through word of mouth, and providing a safe, nurturing and educational space for them. Some of these children have previously not coped or been made welcome in other theatre groups. We helped them avoid becoming overwhelmed during Show Week - a time that can be stressful for any child - providing a life-changing experiences. Our leaders have continued building knowledge and experience supporting children with additional needs.</li> <li>• Continuing to improve singing, both in performance and as a tool to develop children's confidence and welfare. Singing tuition is seen as a long-term strategy: teaching healthy vocal technique, gradually building confidence, and allowing every child to sing a solo in public each year.</li> <li>• Continuing to encourage our young members in wider theatrical activities, specifically writing and choreography. They have been involved in decision making over some creative decisions. We also provided opportunities for a pre-teen - who wants to become a professional stage makeup artist - to gain practical experience.</li> <li>• Strengthened safeguarding through: a comprehensive update of our Safeguarding and Child Protection Policy, retraining all leaders, and appointing a dedicated board member to ensure compliance with all safeguarding duties.</li> </ul>

Section E	Financial review
<p>Brief statement of the charity's policy on reserves</p>	<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 2024 we replaced two of our most aged intelligent lighting fixtures that provide essential cover for spotlighting and special effects. The new fixtures offer improved features over their predecessors, including beam zoom which enables greater creative flexibility in our restricted performance space, as well as being LED and subsequently significantly more energy efficient than the previous model, increasing our sustainability and lowering our carbon footprint.</p>

Details of any funds materially in deficit	The Charity has no deficit.
<b>Further financial review details (Optional information)</b>	
<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	<p>Our fundraising income streams have been limited in 2024, mainly due to a significant resource challenge within our small volunteer team.</p> <p>As a result of this, show income through ticket sales and refreshments, alongside subscription fee charges have been our primary source of income this year.</p> <p>Acting Membership subscription fees are set low to support inclusion; however, we must ensure that subs cover core running costs such as venue hire and insurance.</p> <p>We continued to freeze our membership fees at £10/month in 2024 – the fourth year running.</p>

<b>Section F</b>	<b>Other optional information</b>

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	29/10/2025	29/10/2025

**Profit & Loss**  
**Keighley Youth Theatre**  
Accounting Year 2024/24

	Debit	Credit
<b>Turnover</b>		<b>5,873</b>
Sales		5
Main Show - July		832
March Show		1,015
October Concert		920
Subscription Fees		2,815
Galas		2
Uniform		285
<b>add Other Income</b>		<b>849</b>
Grant Income		849
<b>Gross Profit</b>		<b>6,722</b>
<b>less Administration Expenses</b>	<b>6,953</b>	
Costumes	413	
Uniforms	901	
Props	51	
Backing Tracks	57	
Lighting Capital	1,936	
A/V Capital	374	
Reward, Recognition, Recruitment & Retention	314	
Health & Welfare	46	
Rent	2,155	
Printing	128	
Sundries	-53	
Accommodation and Meals	2	
Advertising and Promotion	61	
Legal and Professional Fees	108	
Accountancy Fees	200	
Bank/Finance Charges	261	
<b>less Staff Costs</b>	<b>1,241</b>	
Staff Training	1,241	
<b>less Depreciation</b>	<b>16</b>	
Depreciation Charge	16	

<b>Operating Profit</b>	<b>-£1,488</b>
<i>less Drawings</i>	<b>£0</b>
<i>less Profit &amp; Loss journal entries</i>	<b>£0</b>
<b>Retained Profit this period:</b>	<b>-£1,488</b>
<b>Retained Profit brought forward:</b>	<b>-£2,713</b>
<b>Distributable Reserves / Retained Profit carried forward:</b>	<b>-£4,201</b>