



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period 1 April 2023 To Period end date 31 March 2024

Charity name: UTOPIA THEATRE

Charity registration number: 1192008

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	1. The advancement of the arts through theatre productions and creating activities, workshops, and events for existing and emerging actors, playwrights and other theatre practitioners for the benefit of the UK public and to engage wider with African theatre in the UK and internationally. 2. To promote racial harmony particularly the mutual understanding between different racial groups by promoting, theatrical activities in racially diverse communities.
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	Participatory Development – Sharing immersive creative content through the medium of African theatre and Storytelling within communities at (local, regional, and national level; Supporting new and developing artists/theatre practitioners; Play readings, Theatre production, touring (UK and International) Digital Theatre - Recordings, Podcasts, utilising audio submissions to ensure accessibility. Masterclasses to both identify, develop, and enhance individual performing skillsets, knowledge, and technique, provide a platform for participants to engage in research and reflexive practice as a methodology for self-expression, exposure and to build confidence to direct and share their own stories.

		Exhibitions – Positioning of art and crafts that celebrate African culture (examples) evoking emotional responses not unexpected but heart-warming. Thematic exhibitions co-created on topics such as Critical Race Theory (CRT) and everyday ‘Sexism’. Innovative use of the arts and creativity to underpin approaches to activism, campaigning for social change. These serve as dynamic educational tools and a generator of income for the artists. Including experimenting with online co created content to leave a longer-term legacy. Community Engagement - Working with schools including referral units and alternative schooling provision, community centres, learning hubs, hospitals, to reach a wider audience and particularly engage young people in the co creation of proposals that have a tangible impact on their communities, and that centre young voices and leadership as part of their unique life journey. Already seeing the impact on participants through anecdotal evidence from school leaders of the growing confidence, leveraging of cultural wealth, enthused, self-assured young people particularly in independent project work, group presentations, increased involvement with extracurricular activities (example) We continue to grow and develop our outreach programme - community focused work with school children, (including visits to children in hospitals) encouraging ‘peer’ learning through stories that amplify their voices as agents of change, and drivers of youth led creativity. Health and Wellbeing - People and Culture We Incorporate elements of drama therapy in our work through ‘Mindful Meditation’ and ‘Mindful Movement’ the use of free-flowing performances to open ‘brave’ discussions about mental health, particularly in the context of complex racial trauma because of forms of social exclusion. In the context of Mindful Meditation, the participants take their cue from the breath and its ceaseless
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		flowing movement and learn to ‘pace’ their curiosity, awareness, and involvement in activities plays a key role in promoting their own health and wellbeing and finding their own ‘mindfulness rhythm’ This can be practised with care and anecdotally the feedback has been positive as ‘the smallest movement is surprisingly beneficial’
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees understand their roles and legal responsibilities, are committed to good governance, and have read and understand: - the Charity Commission’s guidance <i><u>The Essential Trustee (CC3)</u></i> - Utopia Theatres’ governing document The duty to have due regard to the guidance on public benefit, when setting key strategic aims and objectives and in operationalising/implementation of said aims.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making.	Para 1.38	N/A
Policy on social investment including program related investment.	Para 1.38	N/A
Contribution made by volunteers.	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
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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	Ambition and Quality - Since its inception, Utopia has commissioned and devised notable repertoire of plays, involving a blend of professional and community actors. For example, <i>Anna Hibiscus' Song</i> production and tour. More than 2,000 people came to see the show and many of the performances being sell-out is a brilliant message! 20,000 individuals are supported per annum through a range of Utopia activities, with the primary aim of creating accessible authentic spaces, and activating the voices of those who currently don't see themselves represented in theatre. In doing so, we recognise the power of collaboration and have forged connections and partnerships with over 100 community organisations e.g., youth arts groups, parent groups, women's groups, refugee and asylum seekers, faith groups. (what was the result of the partnerships etc, examples) Also including local businesses, social enterprises, and the city council (influence and input to policy development – 'Cultural Strategy', Cultural Consortium) This year The Creative Hub has empowered 1,500 actual and aspiring artists through a diverse array of programmes, courses, collaborations, and networking. (e.g., Community Ensemble with impact quotes) Utopia was the first and remains the only black female-led theatre in Sheffield. (in what way is this significant?) why are we different? Why are we unique? And how does this enable us to deliver on the organisational objectives?
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	Not Applicable
Performance of fundraising activities against objectives set.	Para 1.41	Utopia has a very small team of employees, and this reduced capacity, to explore relevant fundraising sources (in line with the organisations ethics and CC20) has meant we were unable to meet our fundraising

		target, however we have taken steps to minimise potential future impact with the recruitment of two freelance fundraisers, which has had the desired impact/outcome that is Utopia Theatre is on track to meet the target for next year.
Investment performance against objectives	Para 1.41	
Other		Dr Alex Rajinder Mason Centre for Equity & Inclusion, Project Manager. <i>Utopia has created a unique space - a home for conversations on racial justice. It's warm, connective - versus the largely cold and formal settings throughout the city. If you need a space to initiate a conversation on racism, I always go there. Race is a heavy topic but the staff, the space, the environment lends itself to meaningful conversations and therefore actions and responses can arise.</i>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
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	• Arts Council England • Esmee Fairbairn • Sheffield City Council • Sheffield Theatres Trust
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	
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Utopia Theatre is a charity limited by guarantee (incorporated 2015, charitable status October 2020).
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	Dynamism – Nominations Committee 1. Purpose The Nominations Committee is a committee of the Board of Trustees with delegated powers to review the structure, size and composition required of the Board, to undertake succession planning and to lead the process for appointments and election to the Board of Trustees. 2. Terms of Reference The Nominations Committee shall have authority delegated to it by the Trustees and shall report to the Trustees on all matters of its responsibility including the following: - to ensure that the Board of Trustees have the appropriate level of skills, knowledge, and experience to support the charity to deliver its vision and charitable objectives and fulfil its alignment with the law and sector regulations. - to ensure that the composition of the Board reflects the communities that the charity serves. - to ensure that Trustees understand their roles and legal responsibilities, are committed to good governance, and have read and understand: - the Charity Commission's guidance <i><u>The Essential Trustee (CC3)</u></i> - Utopia Theatres' governing document - to make recommendations to the Trustees to ensure that they consider succession planning in good time, particularly for the role of Chair. - to be responsible for identifying and nominating candidates to fill Trustee vacancies as and when they arise.

		To manage the process of interview and selection of nominated candidates for referral to the Board to be considered for election. f. to evaluate the balance of skills, knowledge and experience required in achieving competency in the role of Trustee or any other role appropriate to a member of the Board. g. to agree a role description and person specification for each Board role for approval by the Board. h. to keep under regular review all procedures and documentation for appointment to the Board of Trustees and report to the Board on any recommendations for change. 3. Structure and Composition a. the Nominations Committee shall consist of no fewer than 3 trustees one of whom will chair the committee. The CEO/Artistic Director will normally be present at Nominations Committee meetings. b. the Board of Trustees shall have satisfied itself that at least one of the committee member Trustees has recent, relevant, and professional general management or recognise equivalent experience. 4. Appointment Process Appointment to the Nominations Committee shall be made by the Trustees in accordance with Standing Orders. 5. Meetings and proceedings a. the Nominations Committee shall meet a minimum of once per annum. The frequency of meetings to be kept under review by the Board. b. the Committee through the Chair shall report on its findings to the following Board meeting including the provision of minutes. c. The quorum of the Nominations Committee meetings are two trustees plus one senior member of management.
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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	Policies and Procedures - Nominations Committee - a. to ensure that before accepting an appointment prospective Trustees undertake their own thorough examination of the charity to satisfy themselves that the charity is an organisation in which they feel they would be suitable and one they can add value to and provide sufficient time and energy. b. to ensure that new Trustees to Utopia Theatre receive appropriate documentation and undertake a comprehensive induction and training and development in key areas as appropriate prior to taking up office or as soon thereafter as practicable. c. to oversee the recruitment and selection process for Utopia Theatres' CEO/Artistic Director, having reviewed the role and person specification for the position and ensuring that the appropriate employment documentation and induction process is provided for the successful candidate.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	Structure – • Utopia Theatre is governed by 8 trustees. We have access to and are supported by 2 committed advisors and an accountant. • Trustees meet quarterly with the CEO/Artistic Director and the General Manager. All meetings are documented in minutes and are available to stakeholders in accessible format(s) • The CEO draws on collective expertise to form 'working' groups, collaborations and partnerships initiated for specific developmental, scoping of bespoke projects from both the Board, the wider community and practitioner networks. This also includes representation from the newly established Creative Hub (i.e. Youth Academy & the Community Ensemble)

		The CEO, the Chair and Deputy Chair liaise regularly, and the board is kept informed via email and or Zoom between meetings.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Utopia Theatre
Other name the charity uses	
Registered charity number	1192008
Charity's principal address	55 NORFOLK STREET SHEFFIELD S1 1DA

		Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
	1	Maxine Greaves MBE	Chair		
	2	Pat Cumper MBE	Deputy Chair		
	3	Max Farrar	Trustee		
	4	Bookey Oshin	Trustee		
	5	Alicia Obafemi	Trustee		
	6	Shamima Noor	Trustee		
	7	Kaltum Osman Rivers	Trustee		
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	16				
	17				
	18				
	19				
	20				

Director name		
Mojisola Kareem		

[illegible]

Funds held as custodian trustees on behalf of others.

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

Additional information (optional)

Type of adviser	Name	Address
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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

Signature(s)	<i>mj. Greaves</i>	
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Full name(s)	MAXINE GREAVES	
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Position (e.g. Secretary, Chair, etc)	CHAIR	
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Date	21/05/2024
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Receipts and payments accounts

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For the period from	01/04/2023	To	31/03/2024
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
ACE - Lottery	-	5,000	-	5,000	-
ACE - National Portfolio Organisation	-	300,000	-	300,000	-
Esmee Fairbairn Foundation	-	30,000	-	30,000	-
National Lottery Community Fund	-	18,569	-	18,569	-
Other Income	6,839	-	-	6,839	-
Sheffield City Council	-	5,000	-	5,000	-
Sheffield Theatre	-	45,000	-	45,000	-
Theatre Tax Credit	19,374	-	-	19,374	-
Utopia Theatre Limited	31,792	-	-	31,792	-
	-	-	-	-	-
Sub total (Gross income for AR)	58,004	403,569	-	461,573	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	58,004	403,569	-	461,573	-
A3 Payments					
Anna Hibiscus Song	-	103,482	-	103,482	-
Youth Academy	-	6,293	-	6,293	-
Wages and salaries	-	136,176	-	136,176	-
Pensions	-	269	-	269	-
Employer's NI	-	1,408	-	1,408	-
Temporary staff and recruitment	-	13,640	-	13,640	-
Staff training and welfare	-	6,267	-	6,267	-
Travel and subsistence	-	5,716	-	5,716	-
Rent	-	8,362	-	8,362	-
Rates	-	1,545	-	1,545	-
Light and heat	-	1,465	-	1,465	-
Telephone and internet	-	597	-	597	-
Stationery and printing	-	12,501	-	12,501	-
Subscriptions	-	1,722	-	1,722	-
Bank charges	-	262	-	262	-
Insurance	-	350	-	350	-
Equipment expensed	-	7,924	-	7,924	-
Software	-	365	-	365	-
Repairs and maintenance	-	380	-	380	-
Sundry expenses	-	675	-	675	-
Accountancy fees	-	5,987	-	5,987	-
Consultancy fees	-	14,401	-	14,401	-
Access costs	-	5,150	-	5,150	-
Advertising and PR	-	33,875	-	33,875	-
Other legal and professional	-	702	-	702	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	369,513	-	369,513	-
A4 Asset and investment purchases, (see table)					
Tangible assets	1	-	-	1	-
	-	-	-	-	-
Sub total	1	-	-	1	-

Total payments	1	369,513	-	369,514	-
Net of receipts/(payments)	58,003	34,056	-	92,060	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,442	-	-	10,442	10,442
Cash funds this year end	68,445	34,056	-	102,502	10,442

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	Bank accounts	68,445	34,056	-
		-	-	-
		-	-	-
	Total cash funds	68,445	34,056	-
	(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 £
	Utopia Theatre Limited	31,250	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Other taxes and social security	ACE NPO	30,114	
	Other creditors	ACE NPO	1,135	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		MAXINE GREAVES	18/05/2024	