



# *WHITKIRK ARTS GUILD*

CIO Foundation Model - Trustee Annual Report 2024

*Louise Norbury-Hall*

*Charity No 1206967*



## Trustees' Annual Report for Whitkirk Arts Guild

Charity No 1206967

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**For the period 9<sup>th</sup> February 2024 to 31<sup>st</sup> December 2024**

### Whitkirk Arts Guild

The Trustees are pleased to present their annual report, together with the financial statements for the year ending 31 December 2024<sup>1</sup>.

### Chair's report

Our first year as a CIO, and what a year it's been. Last year, as Chair of the society (in its previous form prior to incorporation as a CIO), I set 2 challenges: 1) to raise our profile within the community and 'put WAG on the local map'; and 2) to think innovatively as a group, and bring ideas to committee about how we can improve, grow, or do things differently. Looking at these in turn:

- 1) Profile raising: we have had a successful year on this front. We have welcomed yet new members (with more set to join), sold more tickets for 9-5 than budgeted, and achieved a record-breaking sell-out for the Panto in October – unheard of. We've also joined LCAN, following which we received 2 award nominations, were invited to perform at the awards, and clinched the 'best actress in a musical' award (bravo Beth).
- 2) Innovative: stand-out ideas incorporated this year, were the photo-opportunity with the cast for our younger audience members after the panto, and a Hallowe'en disco.

Both shows this year (9-5 and Wizard of Oz the Panto) had one thing in common for me: teamwork. Long may that continue. As is often the way with 'book' shows and pantomimes, whilst the committee and our directors/production team always try to ensure that everyone feels involved, there is not always enough scope for giving all members 'their chance to shine'. With that in mind, the committee has chosen to do a revue in 2025 (along with, at the time of the decision, some uncertainty about finances). A revue is a great chance for all members to showcase and, sometimes, challenge, themselves, and we can't wait to start this.

Personal/member news this year, included welcoming Joseph Stenhouse into the world, and the Norbury-Hall wedding.

Looking ahead: on behalf of the committee I'd like to set 2 challenges and a reminder:

1. Challenge: Regular feedback shows that we are achieving our charitable aims, by being accessible and affordable for those in our community, as well as our members. But we should not be complacent. I'd like to repeat the 'innovation' plea – let's keep looking for ways to challenge ourselves and, in so doing, keep putting ourselves firmly on the map.

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<sup>1</sup> NB – given the CIO was incorporated during what would have been 'mid-year' for WAG (prior to the CIO being formulated and the old society disbanded), giving the CIO a first financial period of less than 12 months (i.e. 9 February 2024 – 31 December 2024), the enclosed financial statements for this year are comprised of: 1) Payment and Receipt Accounts for the financial period 9 February 2024 – 31 December 2024 (the details of which were submitted to the Charity Commission in the relevant annual return, and which are cited in this Report); 2) Payment and Receipt Accounts for the full period 1 January 2024 – 31 December 2024; and 3) the underlying monthly account summaries for 2024 (Jan-Dec), for completeness.



2. Challenge: 75<sup>th</sup> anniversary of 'WAG', in 2027. Let's start thinking now about how we might mark this milestone.
3. Reminder: We pride ourselves on trying to cultivate a 'one big family' feel, but as we grow, with so many friendship (and actual family) connections, this brings with it the inherent risk of becoming fractured. Let's all utilise the role of committee, who are there to act on ideas, constructive feedback, etc, and ensure we grow and serve our charitable aims in a united and cohesive way.

## Objectives and Activities

Whitkirk Arts Guild's objects are –

To promote, improve and maintain the education and appreciation of the public in the art of drama and musical theatre performance in Whitkirk and the surrounding area by the provision of theatrical productions and performances.

As an amateur dramatics society, Whitkirk Arts Guild achieves its objectives by giving its members opportunities to be on stage, help backstage, improve their acting, singing and dancing skills, boost their confidence, make life-long friends and have fun. The annual pantomime is a regular fixture for many families in the area, offering plenty of people their first taste of this traditional theatre. The rest of the society's annual programme varies year-to-year, with a mix of musical theatre, concerts and plays, and themes as wide-ranging as family-friendly storytelling, adult comedy and challenging real-life dramas.

Through all of this, the Trustees have had due regard to what the society has been doing and how it is of public benefit to the members involved and the community it is located in.

## Achievements and Performance

Whitkirk Arts Guild originated as a group affiliated with St Mary's Church, Whitkirk, which supported all creative arts in the local community. Over time as the interests of the members changed it became a group which was solely focused on the performing arts and amateur dramatics.

Since its first performance in a front room with the audience sat on dining chairs the group has been dedicated to providing high-quality, affordable entertainment to suit a whole range of tastes.

### Our performances

During this reporting period, our first as a CIO, we produced "9 to 5: The Musical" in July and "The Wizard of Oz – the pantomime" in December. Our performance venue is the stage in our local Community Centre and we pride ourselves on being able to make any show work within the relatively small space we have, to bring theatre to the local audience. Our Stage Manager and production team have inventive ways of making set pieces multi-functional to save space and allow scene changes to flow within the performance. Our Director for "9 to 5: The Musical" achieved this by incorporating scene changes into the movement of the cast, giving the cast a greater awareness of more aspects of putting on stage show, and providing the audience with a more seamless production, more commonly found in larger theatres.

Our December pantomime was a sold out run of five performances, with a waiting list of people wanting to come and see it – a testament to the reputation we have built over the years. With references to local village and town names, pubs and roads, this was a truly local production that cannot be found elsewhere. For the first time this year we introduced a 'meet the cast' photo opportunity after the show,



where audience members were able to come and stand on stage with the principal cast in front of the Emerald City backdrop and have a photo taken. This was a great success and one we will take forward.

**Financial Review**

The charity’s financial position at the end of the period (9 Feb – 31 Dec 2024) is positive. Total income for the period was £17,991, broken down as: £650 donations, £14,915 charitable activities (e.g. ticket sales), £2,130 other trading activities (i.e. raffle, programme sales, sweet sales), and £296 of interest. Expenditure was £14,129.

Our reserves ensure we have sufficient funds at our disposal to offset any unforeseen circumstances in which a show cannot take place but if payments still have to be made in relation to that show despite not having the income, this is our safety net. We set a minimum amount to cover the projected budget for the year to protect any necessary expenditure and we keep sufficient reserves for productions to ensure all payments are covered in the event of shows not being able to be undertaken. We also maintain relevant insurance.

The principal risk facing the society at the moment is the ongoing cost of living crisis with all costs rising. We mitigate this by ensuring our ticket prices are enough to cover our budget based on predicated sales, but not unnecessarily high for audience members, and our membership fee has been frozen in recent years, as not only do we want our audiences to be able to come and see the performances but for people to be able to join without membership being a prohibiting factor.

**Structure, Governance and Management**

Whitkirk Arts Guild is governed by an Association Model Constitution as a Charitable Incorporated Organisation. In our Trustee selection methods we refer to the charity’s own guidance with regard to additional Trustees.

**Reference and Administrative detail**

**Charity Name:** Whitkirk Arts Guild  
**Registered Charity number:** 1206967  
**Charity’s principal address:** c/o The Parish Office, 390 Selby Road, Leeds, LS15 0AA

Names of the charity Trustees who manage the charity:


TRUSTEE NAME	OFFICE	DATES ACTED IF NOT FOR A WHOLE YEAR
Louise Norbury-Robinson ( <i>Norbury-Hall from 10 August 2024</i> )	Chair/Trustee	Since 09/02/2024
John Laing Page	Trustee	Since 09/02/2024
James Edward Christopher Black	Trustee	Since 09/02/2024 (retired 11 December 2024)
Rev Claire Elizabeth Honess	Trustee	11 December 2024

**Declarations**

The board of Trustees declare that they have approved this Trustees’ report.



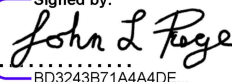
Signed by the Chair

Signed by:  


.....  
Full name(s): Louise Gemma Norbury-Hall

Date: 19 October 2025

Signed on behalf of the charity's Trustees

Signed by:  


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Full names(s): John Laing Page

Position: Trustee

Date: 23 October 2025



**Whitkirk Arts Guild**  
**Payment and Receipt Accounts**  
9 Feb 2024 - 31 Dec 2024

Receipts	
Category	Amount
Charitable activities	£14,914.91
Other activites	£2,130.32
Donations	£650.00
Interest	£296.27
Total	£17,991.50

Payments	
Category	Amount
Show Expenses	£10,739.10
Other activity expenses	£2,254.06
Website	£153.73
Bank charges	£71.40
Insurance	£662.66
Misc	£248.01
Total	£14,128.96