

JAMES MENZIES-KITCHIN MEMORIAL TRUST

ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

Registered charity number 295080

JAMES MENZIES-KITCHIN MEMORIAL TRUST

Administrative Details

Registered Charity Number 295080

Principal address Talton Farm Cottage
Newbold-on-Stour
Stratford-upon-Avon
Warwickshire
CV37 8UB

Trustees Justin Audibert
Stephen Fewell (Chair)
Robert Gill (Secretary)
Christopher Haydon
Jonathon Kemp (Treasurer) (appointed 29th October 2021)
Cordelia O'Neill
Lucy Popescu
Mark Rosenblatt (Vice Chair)

Patrons Baroness Howe
Sir Ian McKellen
Dame Judi Dench
Clare Menzies-Kitchin MBE
Tom Morris OBE

Bankers HSBC
13 Chapel Street
Stratford upon Avon
Warwickshire
CV 37 6ET

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

JAMES MENZIES-KITCHIN MEMORIAL TRUST

Report of the Trustees for the year ended 30 September 2021

Governing Document

The James Menzies-Kitchin Memorial Trust, known as the JMK Trust, is a registered charity governed by trust deed dated 20th August 1986.

Objectives and Policies

The Trust facilitates young and emerging theatre directors in developing and staging their work, providing professional support and mentorship. Each year the JMK Trust provides talented directors with awards and bursaries, guidance and development opportunities. We present the annual **James Menzies-Kitchin Young Director's Award** (The JMK Award) to one outstanding candidate.

Since 1997 the JMK Trust has nurtured and discovered a new generation of exciting, visionary young directors whose work and influence can be seen throughout the British theatre industry.

Achievements and Performance

In developing the objectives for the year, and in planning activities, the Trustees have considered the Charity Commission's general guidance on public benefit.

The charity endured a continuation of challenges due to COVID19 this year and therefore the Trustees took the decision to part-time furlough the Trust's one member of staff until July 2021 when the General Manager stepped down from their role. The Trust continued to employ the General Manager on a freelance basis, one day a month whilst the recruitment process for a successor took place. During this year, the Chair and freelance Director Practitioners worked to ensure that the work of the Trust could continue during this challenging time.

The JMK Award is the single most sought-after prize for outstanding young theatre directors. Great directors acknowledge that you learn to direct by directing – but opportunities to do so are extremely scarce. **The JMK Award** allows participants to do exactly that. For many, winning this award is the breakthrough moment in their directing career. Taking part in the Trust's unique selection process has itself given a powerful impetus to the best theatre practitioners of the future.

The application process for the 22nd JMK Award began in January 2020 and due to COVID19 and the first lockdown, the final stages of the Award process were postponed and the panel selected 8 finalists at an online meeting in May 2020. These second stage finalists were Emily Aboud, Emerald Crankson, Matt Harrison, Ed Madden, Rafaella Marcus, Katherine Nesbitt, Becky Hope Palmer and Diane Page. Due to the lockdown and the closure of our host venue, the Orange Tree Theatre, we put the selection process for the Award on hold until we knew we were able to go ahead again in 2021. Emerald Crankson made the decision to drop out of the selection process due to personal circumstance related to COVID-19, and so the Trust agreed to honour her position as a shortlisted candidate in a subsequent year's Award process.

The winner of the Award in 2021 was Diane Page with their production of *Statements After the Arrest Under the Immortality Act* by Athol Fugard which ran at the Orange Tree Theatre from 31st August to 2nd October 2021. Diane was awarded the JMK Award for her proposal with designer Niall McKeever. The production was programmed as part of the re-opening of the Theatre and despite reduced audience capacity due to social distancing measures, the production received highly positive reviews. The runners-up were director Rafaella Marcus with her designer Anna Reid and their proposed production of *Peggy Pickett Sees the Face of God* by Roland Schimmelpfennig.

In this period the **National Programme**, funded by the Arts Council Grants for the Arts, The Noel Coward Foundation, The Scops Arts Trust, the Chapman Charitable Trust, the Unity Theatre Trust, The Thistle Trust and the Didymus Charity continued to develop.

JMK's online platform of training, #JMKSpace, was the focus of delivery for the National Programme at this time. This project supported our existing theatre talent, while developing that excellence in their successors. Amid the extraordinary circumstances of the past two years, these online workshops meant that we could maintain our support for directors around the country and offer some paid opportunities to established creatives who found themselves without work. The programme continued to be facilitated by four Director Practitioners who were employed by the Trust on a freelance basis.

In this period the Trust delivered 35 workshops to 855 participants. The Trust also began the development of a mentoring scheme for 24 emerging directors around the country to be initiated at the end of 2020. These included workshops led by Daniel Bailey, Lucy Davies, Sally Cookson and Papatango. Some workshops, such as a workshop on "Non-Traditional Texts" led by Tinuke Craig were repeated due to popular demand.

The evolution of COVID19 meant the Trust could not predict when in-person activity would resume, or when the partner venues across the country would be able to establish a stable infrastructure in order to provide space and resource which has been vital for the Programme in the past. For that reason the donation from the Scops Arts Trust in July 2021 has been postponed to be used from the period of May 2022 onwards, when a new General Manager is in place.

Developing the online element of the Trust's training has given access to a wider range of participants as well as the ability to have a vast geographical scope of workshop leaders, that may not have been able to run a session in person.

We were delighted to receive a grant from The Victoria Wood Foundation in 2020 to support two new **Assistant Director Bursaries** at the Royal Exchange Theatre Manchester and Northern Stage. Despite unprecedented delays due to further theatre closures, the recruitment process for these productions were delayed, and did not take place until June 2021.

The bursary at the Royal Exchange Manchester gave opportunity to assist Roy Alexander Weise MBE on a new production of *The Mountaintop* by Katori Hall in September 2021. Roy Alexander Weise MBE is joint Artistic Director of the Royal Exchange and won the JMK Award 2016 with *The Mountaintop*, which ran at the Young Vic in October-November 2016, before touring the UK in 2018. The placement was given to Dale Edwards, an early career director in Greater Manchester.

The bursary at Northern Stage was for an associate director to work with Maria Crocker on her production of *The Sorcerer's Apprentice* opening in November 2021. Maria Crocker was herself the first recipient of a JMK assistant director bursary at Northern Stage in 2014, and she is one of the Director Practitioners running JMK's National Programme. The opportunity was offered to Rachael Walsh, a freelance director who was working in the North East making work in the region for young people.

JMK's Assistant Director Bursaries were created to give the emerging directors engaged in our National Programme access to practical and paid experience by assisting on a production at their local venue.

Financial Review

The Trustees present the accounts for the year ending 30 September 2021. Income and expenditure for the period was greater than £25,000 and the accounts have therefore undergone independent examination in accordance with the requirements of the Charities Commission.

Total receipts for the period amounted to £80,180 (2019/20 £108,360) against payments of £79,498 (2019/20 £75,220). The Trust will carry forward £35,879 at the end of this period of which £21,377 is restricted funding.

This represents the remainder of funding received for the National Programme for activity in 2021 including the grant from the Scops Arts Trust, the Victoria Wood grant, the remaining funds of the Noel Coward Foundation and the remaining donation from Bob Carlton's family for the next bursary in his memory.

Reserves Policy

The Trust relies on the generous support of grant funders and donors to fund its work. Given the uncertain nature of such funding in the long term, and significant increases this year in the competition for such funding and extended application processes, it is the renewed policy of the Trustees that sufficient unrestricted funds should be maintained. Industry standard across the sector is a reserve equivalent to three months operational costs - £8,800. The board would like to achieve this in the short term, with a longer term goal of achieving a reserve fund at a level equivalent to the costs of administering and making the main Award for one year, approximately £60,000.

The Trustees acknowledged that a new programme of fundraising must begin in order to increase this amount. The first stage of this has been a letter writing campaign to industry figures, to engage them with the Trust's activity. Approaches followed to our Patrons, to help renew our reserves for the coming financial year. At the end of the three-year Catalyst Funding a review of staffing, which that funded in part, and other fixed costs has begun.

In determining the Trust's reserves policy, the Trustees have had regard to the Charity Commission's Guidance "Charities' Reserves" (CC19). The Trustees regularly review the current finances and future financial trends of the Trust and as part of this process will review its level of reserves and reserves policy annually.

Future Developments

In 2020/21 we continued to deliver online workshops while it was not possible to deliver them in person due to venues remaining closed. This work has continued to be popular and well attended with positive feedback from participants. Going forward, the Trust will look to deliver a hybrid programme of online and in-person activity for the National Programme in an effort to accommodate an online audience but instil encouragement for directors to come back to the rehearsal room.

Recognising the need for this area of expertise at Board level, the Trust recruited for a Treasurer, Jonathon Kemp, to join the board in 2021.

The Trust recruited a new General Manager in February 2022. Whilst the delay in recruitment caused certain challenges in terms of activity and fundraising, the Trust have been highly industrious and fortunate over the last two unpredictable years, and look forward to the next chapter at JMK.

The Trust began the process of the 23rd JMK Award in early 2022 in partnership with the Orange Tree Theatre.

The Trust will continue to build relationships with regional theatres across the UK as a part of the National Programme and will seek funding for bespoke Assistant Director Bursaries to be delivered in partnership with these venues.

The Trust will continue to work on organisational development including reviewing the structure of the organisation and working to increase its fundraising capabilities and profile. In the financial year 2021-22 we have so far received grants from the Martin Bowley Charitable Trust, the Katie Bradford Arts Trust, the Golsoncott Foundation, the Victoria Wood Foundation, the Garrick Charitable Trust and The Leche Trust. We also received a remaining Cultural Recovery Grant from Arts Council England. We ran a successful Big Give Christmas Challenge fundraising campaign and are grateful to all those who have supported the Trust through this difficult period.

Stephen Fewell, Chair



Date: 21.07.22

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
JAMES MENZIES-KITCHIN MEMORIAL TRUST

I report to the Trustees on my examination of the accounts of the trust for the year ended 30 September 2021, which comprise the Receipts and Payments Account, Statement of Assets & Liabilities and the related notes.

This report is made to the Trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might carry out an Independent Examination of the financial statements in accordance with the General Directions given by the Charity Commissioners. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

The Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011) and that an Independent Examination is required.

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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (2) the accounts do 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.



Richard Billinghamurst FCA
Knox Cropper LLP
Chartered Accountants

65 Leadenhall Street
London EC3A 2AD

Date 22/07/2022

JAMES MENZIES-KITCHIN MEMORIAL TRUST
Financial Statements for the year ended 30 September 2021

Receipts & Payment Account

| | 1st October 2020-September 2021 | | | | 2019-20 |
|---|--|--------------------------|--------------------------|---------------------|---------------------|
| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | Total Funds £ | Total Funds £ |
| RECEIPTS | | | | | |
| Grants and donations (note 1) | 28,972 | - | 50,000 | 78,972 | 99,657 |
| Income Tax recovered on donations | 1,206 | - | - | 1,206 | 1,518 |
| Income from productions | - | - | - | - | 6,074 |
| Contribution from regional venues | - | - | - | - | 1,100 |
| Bank interest received | 2 | - | - | 2 | 11 |
| Total receipts | 30,180 | - | 50,000 | 80,180 | 108,360 |
| PAYMENTS | | | | | |
| <i>JMK Award and National Programme</i> | | | | | |
| Winner's bursary | 9,500 | - | 15,500 | 25,000 | 11,000 |
| Runner-up awards & finalists' work | - | - | 2,605 | 2,605 | 2,000 |
| Winning production Trustee night | 175 | - | - | 175 | 214 |
| National Programme | 5,765 | - | 8,500 | 14,265 | 22,683 |
| Assistant Director Bursaries | - | - | 3,759 | 3,759 | - |
| Award announcement | - | - | - | - | - |
| Selection process expenses | - | - | 835 | 835 | 317 |
| | 15,440 | - | 31,199 | 46,639 | 36,214 |
| <i>Administration and Fundraising</i> | | | | | |
| Administrative expenses | 1,660 | - | 1,065 | 2,725 | 2,683 |
| Insurance | 624 | - | - | 624 | 624 |
| Independent Examination | 1,980 | - | - | 1,980 | 2,280 |
| Staff costs | 17,836 | - | 6,386 | 24,222 | 29,941 |
| Public relations & marketing | 2,880 | - | - | 2,880 | 2,940 |
| Fundraising expenses | 428 | - | - | 428 | 538 |
| | 25,408 | - | 7,451 | 32,859 | 39,006 |
| Total payments | 40,848 | - | 38,650 | 79,498 | 75,220 |
| Net surplus/(deficit) for the year | (10,668) | - | 11,350 | 682 | 33,140 |
| Bank balances brought forward | 24,001 | - | 10,476 | 34,477 | 1,337 |
| Transfers between funds | - | - | - | - | - |
| Bank balances carried forward | 13,333 | | 21,826 | 35,159 | 34,477 |

JAMES MENZIES-KITCHIN MEMORIAL TRUST
Financial Statements for the year ended 30 September 2021

Statement of Assets & Liabilities

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | 2021 £ | 2020 £ |
|--|-------------------------|-----------------------|-----------------------|---------------|---------------|
| Cash at bank - Deposit account | - | - | 7,667 | 7,667 | 20,663 |
| - Current account | 13,333 | - | 13,710 | 27,043 | 13,814 |
| | 13,333 | - | 21,377 | 34,710 | 34,477 |
| Other monetary assets: | | | | | |
| Income Tax recoverable on donation | 1,170 | - | - | 1,170 | 559 |
| Insurance prepaid | - | - | - | - | - |
| Contribution from regional venues | - | - | - | - | - |
| Bursaries paid in advance | - | - | - | - | - |
| | 1,170 | - | - | 1,170 | 559 |
| Liabilities: | | | | | |
| Regional bursaries | - | - | 1,450 | 1,450 | - |
| 2021 runners up award: Rafaella Marcus and Anna Reid | 2,000 | - | - | 2,000 | - |
| 2017 runners up award: Nathan Crossan-Smith | 1,000 | - | - | 1,000 | 1,000 |
| 2015 runners up award: Emily Lim | 2,000 | - | - | 2,000 | 2,000 |
| 2012 runners up award: Simon Pollard | - | - | 2,000 | 2,000 | 2,000 |
| | 5,000 | - | 3,450 | 8,450 | 5,000 |

1. Grants & donations

| Funder/Donor | Purpose | 2020/21 £ | 2019/20 £ |
|------------------------------------|------------------------|---------------|---------------|
| The Noel Coward Foundation | National Programme | 5,000 | - |
| The Scops Arts Trust | National Programme | 14,000 | - |
| The Victoria Wood Foundation | Regional Bursaries | - | 6,000 |
| Chapman Charitable Trust | National Programme | 1,000 | - |
| Unity Theatre Trust | National Programme | 500 | - |
| Didymus Charity | National Programme | 4,000 | - |
| Arts Council England - G4A | National Programme | 1,500 | 13,500 |
| Arts Council England - CRF | JMK Award/Organisation | 17,500 | - |
| Andrew Lloyd Webber Foundation | National Programme | - | 5,000 |
| The Hollick Family Foundation | National Programme | - | 5,000 |
| The Golsoncott Foundation | National Programme | - | 1,000 |
| The Backstage Trust | JMK Award | - | 6,000 |
| The Fidelio Trust | JMK Award | 2,000 | - |
| The Martin Bowley Charitable Trust | JMK Award | 2,500 | 4,000 |
| The Thistle Trust | National Programme | 2,000 | - |
| Restricted fund receipts | | 50,000 | 40,500 |

JAMES MENZIES-KITCHIN MEMORIAL TRUST
Financial Statements for the year ended 30 September 2021

Other income

| | | |
|----------------------------------|---------------|---------------|
| Katie Bradford Arts Trust | 10,000 | - |
| Arts Council England Catalyst | - | 8,917 |
| Big Give Donations | 3,391 | - |
| Sir Ian McKellen | - | 40,000 |
| Philip Hooker | 5,000 | - |
| Friends scheme regular donations | 2,840 | 3,185 |
| One off donations | 1,648 | 921 |
| Furlough grant | 6,093 | 6,134 |
| | <u>28,972</u> | <u>59,157</u> |

Total grants and donations

| | |
|----------------------|----------------------|
| <u>78,972</u> | <u>99,657</u> |
|----------------------|----------------------|