

**JAMES MENZIES-KITCHIN MEMORIAL TRUST**

**ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2022**

Registered charity number 295080

## **JAMES MENZIES-KITCHIN MEMORIAL TRUST**

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### **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)  
Cordelia O'Neill  
Lucy Popescu  
Mark Rosenblatt (Vice Chair)

Patrons                                   Dame Judi Dench  
Sir Ian McKellen  
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 2022

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### 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 continued to endure programme delivery challenges post-pandemic, but managed to provide a growing number of online and in-person activities throughout this period. The Trust appointed a new full-time General Manager in March 2022 following a period of the Chair and freelance Director Practitioners working to ensure that the work of the Trust could continue following the pandemic.

**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 JMK Award in 2022 was able to take place with a hybrid approach, taking into consideration applicants who were vulnerable or still reluctant to meet in person. 114 applications were received, and eight finalists were selected in July 2022. These finalists were Emily Aboud, Joanna Bowman, Emerald Crankson, Leo Doulton, Dale Edwards, Masha Kevinovna, Indiana Lown-Collins and Elsie Yager. The winner of the Award in 2022 was Indiana Lown-Collins with her production of *The Solid Life of Sugar Water* by Jack Thorne which ran at the Orange Tree Theatre from 15<sup>th</sup> October to 15<sup>th</sup> November 2022. Indiana was awarded the JMK Award for her proposal with designer Ica Niemz. The production formed part of Artistic Director Paul Miller's final season at the venue and was notably devised creatively and performed by a team who identified as having disabilities. The runners-up for the 2022 JMK Award were director Emerald Crankson with her designer Zoe Hurwitz and their proposed production of *Swallow* by Stef Smith.

The JMK Award was supported by the Garrick Charitable Trust, the Martin Bowley Charitable Trust, the Katie Bradford Arts Trust and the Leche Trust.

In this period the **National Programme**, funded by the Arts Council Grants for the Arts and The Golsoncott Foundation, continued to reemerge from the pandemic. JMK's online platform of training, #JMKSpace, continued to be the main focus of delivery for the National Programme. 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 is facilitated by four Director Practitioners who were employed by the Trust on a freelance basis. The evolution of the pandemic meant the Trust could not predict when in-person activity would resume, or when the partner venues across the country would establish a stable infrastructure in order to provide space and resource which has been vital for in-person workshops in the past. Accordingly, a full programme of in-person workshops and residencies is not anticipated until Spring 2023.

Developing the #JMKSpace has given access to a wider range of participants, as well as the ability to have a vast geographical spread of workshop leaders, who may not otherwise have been able to access workshops in person.

We were delighted to receive, for a second consecutive year, a grant from The Victoria Wood Foundation for two new **Assistant Director Bursaries** at the Royal Exchange Theatre Manchester and Leeds Playhouse. The recruitment process and participation in these bursaries will take in Spring 2023. These Assistant Director Bursaries were created to give 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 2022. 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 £44,507 (2020/21 £80,180) against payments of £44,513 (2020/21 £79,498). The Trust will carry forward £35,873 at the end of this period of which £24,382 is restricted funding.

This represents the remaining donation from Bob Carlton's family for the next bursary in his memory for another bursary.

### **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.

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**

Going forward, the Trust will look to pursue a hybrid model of online delivery and in-person activity for the National Programme as far as venue availability and public health allows, encouraging directors to come back to the rehearsal room, and maintaining the geographical reach/accessibility.

Recognising the need for this area of expertise at Board level, the Trust recruited for a Treasurer, Jonathon Kemp, who joined 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 of the JMK Trust.

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 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 received grants from the Martin Bowley Charitable Trust, the Katie Bradford Arts Trust, the Garrick Charitable Trust, the Golsoncott Foundation, the Victoria Wood Foundation and the Leche Trust. We also received a 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 enabling us to become more relevant than ever emerging from this challenging and unpredictable time.



Stephen Fewell  
Chair

Date: 28.07.23

**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 2022, 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
- 3) 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.



**Graham Darbourne FCA BSc(Hons)**  
**TC Bulley Davey Limited**  
**Chartered Accountants**

**6 North Street,**  
**Oundle, PE8 4AL**

**Date:** 28/07/2023

## Statement of Assets & Liabilities

		Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Cash in bank	Deposit account	2,663	-	2,663	7,667
	CAF account	5,209	24,382	29,591	27,043
	Current account	3,619	-	3,619	1,169
<b>1.Grants &amp; donations</b>		<b>11,491</b>	<b>24,382</b>	<b>35,873</b>	<b>35,879</b>
Funder/Donor	Purpose			2021/22 £	2020/21 £
The Noel Coward Foundation	National Programme			-	5,000
The Scops Arts Trust	National Programme			-	14,000
The Victoria Wood Foundation	Regional Bursaries			7,000	-
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
Arts Council England - CRF	JMK Award/Organisation			7,500	17,500
The Golsoncott Foundation	National Programme			500	-
The Garrick Charitable Trust	JMK Award			3,000	-
The Fidelio Trust	JMK Award			-	2,000
The Martin Bowley Charitable Trust	JMK Award			6,500	2,500
The Thistle Trust	National Programme			-	2,000
The Leche Trust	JMK Award			2,000	-
<b>Restricted fund receipts</b>				<b>26,500</b>	<b>50,000</b>
<b>Other income</b>					
Katie Bradford Arts Trust				10,000	10,000
Big Give Donations				2,173	3,391
Philip Hooker				-	5,000
Friends scheme regular donations				2,768	2,840
One off donations				37	1,648
Furlough grant				-	6,093
				<b>14,979</b>	<b>28,972</b>
<b>Total grants and donations</b>				<b>41,479</b>	<b>78,972</b>

**JAMES MEZIES-KITCHIN MEMORIAL TRUST**  
Financial Statements for the year ended 30 September 2022

**Receipts & Payment Accounts**

			1 <sup>st</sup> October 2021 – September 2022	2020-21
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£
<b>RECEIPTS</b>				
Grants and donations (note 1)	14,979	26,500	41,479	78,972
Income Tax recovered on donations	1,185	-	1,185	1,206
Income from productions	-	-	-	-
Contribution from regional venues	1,825	-	1,825	-
Bank interest received	18	-	18	2
<b>Total receipts</b>	<b>18,007</b>	<b>26,500</b>	<b>44,507</b>	<b>80,180</b>
<b>PAYMENTS</b>				
<i>JMK Award and National Programme</i>				
Winner's bursary	-	8,000	8,000	25,000
Runners-up awards & finalists' workshops	-	1,856	1,856	2,605
Winning production Trustee night	-	-	-	175
National Programme	-	6,152	6,152	14,265
Assistant Director Bursaries	-	1,450	1,450	3,759
Award Announcement	450	621	1,071	-
Selection process expenses	-	841	841	835
	<b>450</b>	<b>18,920</b>	<b>19,370</b>	<b>46,639</b>
<i>Administration and Fundraising</i>				
Administrative expenses	1,235	1,003	2,238	2,725
Insurance	623	-	623	624
Independent Examination	1,500	-	1,500	1,980
Staff costs	16,083	4,021	20,103	24,222
Public relations & marketing	250	-	250	2,880
Fundraising expenses	428	-	429	428
	<b>20,119</b>	<b>5,024</b>	<b>25,143</b>	<b>32,859</b>
Total payments	20,569	23,944	44,513	79,498
<b>Net surplus/(deficit) for the year</b>	<b>(2,562)</b>	<b>2,556</b>	<b>(6)</b>	<b>682</b>
Bank balances brought forward	14,053	21,826	35,873	35,197
Transfers between funds	-	-	-	-
<b>Bank balances carried forward</b>	<b>11,491</b>	<b>24,382</b>	<b>35,873</b>	<b>35,879</b>