

James Menzies-Kitchin Memorial Trust

Charity Number: 295080

Accounts for the Year Ended 30 September 2023

James Menzies-Kitchin Memorial Trust

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James Menzies-Kitchin Memorial Trust

Charity information

| | |
|--------------------------|---|
| Charity Number | 295080 |
| Principal Address | Talton Farm Cottage Newbold-on-Stour Stratford-upon-Avon Warwickshire CV37 8UB |
| Trustees | Stephen Fewell (Chair) Robert Gill (Secretary) Jonathon Kemp (Treasurer) Cordelia O'Neill Lucy Popescu Derek Bond (Appointed 15 September 2023) |
| 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

Trustees' Report for the year ended 30 September 2023

The trustees present their report and financial statements for the year ended 30 September 2023

Structure, Governance and Management

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 Activities

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 experience increasing programme delivery as well as staffing challenges post-pandemic, but managed to sustain the delivery of core work throughout this period. The Trust's recently appointed full-time General Manager elected to depart role and a replacement was in place within the month. The challenges implicit in this role, combining fundraising, administrative and creative liaising with partners and early career artists have become more apparent post-pandemic. The Trust has increased wages in line with inflation in order to keep pace with an increase in the cost of living, but staff retention remains an issue. The departing General Manager left with everything in good order, and funding streams in place to deliver our work for the year.

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 2023 had to take place over a shorter time period in order to fit in with our host venue's schedule for announcement of their season and availability in the first quarter of the year.

136 applications were received, an increase of almost 20% on the previous year. As in previous years, the additional work generated was achieved by calling upon volunteers to support the reading and selection process, drawn from alumni, previous staff, trustees and host venue staff. Eight finalists were selected in March 2023. 63% of these applicants were women, 38% were global majority or dual heritage, 25% were disabled, 63% were state educated. The 2023 finalists were Fay Lomas, Leian John-Baptiste, Tash Hyman, Kalungi Ssebandeke, Sarah Stace, Sam Hardie, Laura Wooff and Hana Pascal Keegan. The winner of the JMK Award in 2023 was Kalungi Ssebandeke, previously a recipient of the 2020 Alfred Fagon Roland Rees Bursary, with his production of Meetings by Mustafa Matura which ran at the Orange Tree Theatre from 14th October to 11th November 2023. Kalungi was awarded the JMK Award for his proposal with designer Olivia Jamieson. The production once more encountered critical acclaim and formed part of Artistic Director Tom Littler's first season at the venue, attracting an authentic Trini cast of actors with careers or national and international reputation. The runners-up for the 2023 JMK Award were director Tash Hyman with her designer Anna Orton and their proposed production of Midsummer by David Greig.

James Menzies-Kitchin Memorial Trust

Trustees' Report for the year ended 30 September 2023

Achievements and Performance - Cont

The JMK Award was supported by the Barbara Whatmore Charitable Trust, the Fidelio Charitable Trust, The Patricia Routledge Foundation, The Hollick Family Foundation, The Garfield Weston Foundation, The Foyle Foundation, The Martin Bowley Charitable Trust and significantly The Katie Bradford Arts Trust.

In this period the National Programme, funded by the Arts Council Grants for the Arts and The Golsoncott Foundation, continued to encounter a national theatre ecology that has transformed since the pandemic. The programme was designed to be facilitated by four Director Practitioners, employed by the Trust on a freelance basis, each covering a different sector nationally. One departure and one extended maternity period demanded recruitment of two new Director Practitioners during the year. One was successfully recruited but the other proved challenging. Fortunately we had staff volunteers working in North East theatre venues during the year, and were able to sustain relationships with host venues. By visiting these venues, it is apparent that artist development has fallen down the list of even the largest regional venues' priorities. Staff departures and post-Covid redundancies have left many with a reduced operational capacity, and the links between 'feeder' provision e.g. youth theatre groups, and our early career director workshops are not currently in place. Pathways from one opportunity to another are no longer clearly signposted for participants in activities around the country.

The recruitment process for two new Assistant Director Bursaries funded by The Victoria Wood Foundation, at the Royal Exchange Theatre Manchester and Leeds Playhouse, took place in Spring 2023. Laura May Brunk assisted Roy Alexander Weise MBE, a previous beneficiary of the JMK Award, on his production of A Cat on a Hot Tin Roof, and Zoe Lack assisted Amy Leach on her production of Lord of the Flies.

This year saw the departure of Vice-Chair and former JMK Award recipient, Mark Rosenblatt in order to focus on playwriting and family commitments, as well as Chris Haydon and Justin Audibert, both departing due to increased responsibilities as Artistic Directors at The Rose Kingston and The Festival Theatre, Chichester.

Financial Review

The Trustees present the accounts for the year ending 30 September 2023. 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 £89,238 (2021/22 £44,506) against payments of £101,569 (2020/21 £44,512). The Trust will carry forward £24,061 at the end of this period, of which £7,644 is restricted funding.

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 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.

James Menzies-Kitchin Memorial Trust

Trustees' Report for the year ended 30 September 2023

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. Partner venues may need to change depending on where staff provision allows delivery to take place. A review of the programme, looking at alternative delivery methods e.g. through national companies rather than venues to take place in 23/24 before seeking further funding.

The Trust welcomed a new General Manager in February 2023. The Trust had been highly industrious and fortunate in its previous recruitment, and an effective handover took place, enabling us to sustain and deliver our work. However, the departing GM acknowledged the challenges of the GM role with its portfolio of responsibilities and the pressure of maintaining a funding pipeline that directly funds the GM salary.

The Trust is approaching historic liabilities in the shape of previous runners up who have not claimed their prizes. It will then redistribute these funds to reserves.

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 2022-23 we ran a successful Big Give Christmas Challenge fundraising campaign and are grateful to all those who have supported the Trust enabling us to continue to deliver our important work during this challenging and uncertain time.

Signed on behalf of the board of trustees



Stephen Fewell
Chair

Date 28.07.2025

James Menzies-Kitchin Memorial Trust

Independent Examiner's Report

I report to the Trustees on my examination of the accounts of the trust for the year ended 30 September 2023, which comprise the Receipts and Payments Account 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 Examiners'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

TC Group
The Old Town Hall
Market Place
Oundle
Peterborough
PE8 4BA

Date: 28th July 2025

James Menzies-Kitchin Memorial Trust

Statement of Financial Activities for the year ended 30 September 2023

| | | 2022 / 2023 | | 2021 / 2022 |
|--|------|-------------------|-----------------|-----------------|
| | Note | Unrestricted Fund | Restricted Fund | Total Funds |
| | | £ | £ | £ |
| Receipts | | | | |
| Grants and donations | 1 | 45,539 | 41,000 | 86,539 |
| Income Tax recovered on donations | | 2,300 | - | 2,300 |
| Income from productions | | - | - | - |
| Contribution from regional venues | | 300 | - | 300 |
| Bank interest received | | 99 | - | 99 |
| Total Receipts | | 48,238 | 41,000 | 89,238 |
| Payments | | | | |
| <i>JMK Award and National Programme</i> | | | | |
| Winner's bursary | | - | 33,000 | 33,000 |
| Runner-up awards & finalists' workshops | | - | 1,464 | 1,464 |
| Winning production Trustee night | | - | 158 | 158 |
| National Programme | | - | 16,383 | 16,383 |
| Assistant Director Bursaries | | - | 5,507 | 5,507 |
| Award Announcement | | - | 460 | 460 |
| Selection process expenses | | - | 765 | 765 |
| | | - | 57,738 | 57,738 |
| <i>Administration and Fundraising</i> | | | | |
| Administrative expenses | | 3,373 | - | 3,373 |
| Insurance | | 623 | - | 623 |
| Independent Examination | | 1,500 | - | 1,500 |
| Staff Costs | | 32,989 | - | 32,989 |
| Public Relations & Marketing | | 4,800 | - | 4,800 |
| Fundraising Expenses | | 26 | - | 26 |
| | | 43,311 | - | 43,311 |
| Total Payments | | 43,311 | 57,738 | 101,049 |
| Net income / (deficit) for the year | | 4,926 | (16,738) | (11,811) |
| Balance brought forward | | 11,491 | 24,382 | 35,873 |
| Transfer between funds | | - | - | - |
| Balance carried forward | | 16,417 | 7,644 | 24,061 |
| Cash at bank | | | | |
| - Deposit account | | 1,173 | | 1,173 |
| - Current account | | 15,244 | 7,644 | 22,888 |
| | | 16,417 | 7,644 | 24,061 |

The note on page 7 forms part of these accounts

Signed on behalf of the board of trustees



Stephen Fewell
Chair

Date 28.07.2025

James Menzies-Kitchin Memorial Trust

Notes to the accounts for the year ended 30 September 2023

1 Grants & Donations

| | | 2022 / 2023 | | | 2021 / 2022 |
|------------------------------------|------------------------|--------------------------------|------------------------------|-------------------------|-----------------|
| <i>Funder & Donations</i> | <i>Purpose</i> | Unrestricted Income | Restricted Income | Total Income | Total Income |
| The Victoria Woods Foundation | Regional Bursaries | - | - | - | 7,000 |
| Barbara Whatmore Charitable Trust | National Programme | - | 4,000 | 4,000 | |
| Fidelio Charitable Trust | JMK Award | - | 2,000 | 2,000 | |
| Patricia Routledge Foundation | JMK Award | - | 2,000 | 2,000 | |
| Hollick Family Foundation | National Programme | - | 5,000 | 5,000 | |
| Arts Council England - G4A | National Programme | - | 22,500 | 22,500 | |
| Arts Council England - CRF | JMK Award/Organisation | - | - | - | 7,500 |
| The Golsoncott Foundation | National Programme | - | - | - | 500 |
| The Garrick Charitable Trust | JMK Award | - | - | - | 300 |
| The Martin Bowley Charitable Trust | JMK Award | - | 5,500 | 5,500 | 6,500 |
| The Leche Trust | JMK Award | - | - | - | 2,000 |
| Big Give Donations | Core | 3,195 | - | 3,195 | 2,173 |
| Garfield Weston Foundation | Core | 15,000 | - | 15,000 | - |
| Foyle Foundation | | 7,500 | - | 7,500 | - |
| Katie Bradford Arts Trust | | 10,000 | - | 10,000 | 10,000 |
| Friends Scheme: Regular Donations | | 3,866 | - | 3,866 | 2,768 |
| One off Donations | | 5,978 | - | 5,978 | 37 |
| | | 45,539 | 41,000 | 86,539 | 23,800 |