

Word Up North Limited

England & Wales · Charity number 501801

Details

Other names	ILKLEY LITERATURE FESTIVAL LIMITED, THE ILKLEY LITERATURE FESTIVAL
Status	Registered
Legal form	Charitable company
Company number	01061343
Registered	1973-03-29
Register	View on the Charity Commission register

Contact

Address	Second Floor Offices Fairfax House 38 The Grove Ilkley
Phone	01943 601210
Email	admin@wordupnorth.org.uk
Website	wordupnorth.org.uk

Activities

Objects: TO FOSTER AND PROMOTE THE MAINTENANCE, IMPROVEMENT AND DEVELOPMENT OF ARTISTIC TASTE AND KNOWLEDGE AND THE UNDERSTANDING AND APPRECIATION OF LITERATURE AND THE OTHER ARTS AMONGST THE GENERAL PUBLIC

Activities: Provision of annual literature festival and associated developments and year round projects involving creative writing, reading and live literature.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, The General Public/mankind

Geography

- **Area of benefit:** ILKLEY AND WHARFEDALE
- Bradford City
- Calderdale
- Kirklees
- Leeds City
- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£491,579	£391,092	-	-
2024-03-31	£359,153	£366,251	-	-
2023-03-31	£329,355	£334,963	-	-
2022-03-31	£294,664	£283,285	-	-
2021-03-31	£227,859	£226,712	-	-

Trustees

Name	Role	Appointed
Prof Francis James Finlay	Chair	2023-03-15
Anita Ganeri		2025-09-24
CATHY BAXANDALL		2012-09-13
ELLEN TERESA THORPE		
Kitty Wright		2017-09-27
Professor Gregory Radick		2019-03-13
Robert Martin Gibson		2025-04-14
Tahira Jabeen Sardar		2025-06-18

Word Up North Limited

England & Wales - Charity number 501801

Accounts

Word Up North Limited

Charity number 501801

A company limited by guarantee number 01061343

Annual Report and Financial Statements

for the year ended 31 March 2025

Annual Report and Financial Statements

For the year ended 31 March 2025

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Word Up North Limited

Trustees' report for the year ended 31 March 2025

REFERENCE AND ADMINISTRATIVE DETAILS

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Catherine Baxandall		
John Dignum	Special Responsibility for Finance	Resigned 9 Nov 2025
Professor Frank Finlay	Chair	
Georgina Frieder		Resigned 15 Apr 2024
Anita Ganeri		Appointed 24 Sep 2025
Professor Gregory Radick		
Tahira Sardar		Appointed 18 Jun 2025
Ellen Thorpe	Vice Chair	
Mary Margaret Katherine Wright (Kitty Wright)		

Company secretary Catherine Baxandall

Charity number 501801 Registered in England and Wales

Company number 01061343 Registered in England and Wales

Registered and principal address

2nd Floor Offices, Fairfax House,
38, The Grove, Ilkley
Yorkshire
LS29 9EE

Bankers

HSBC
1 Well Croft
Shipley
BD18 3QH

Independent examiner

Alan Dodd FCCA
West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 12 July 1972. The Charitable Company was known as Ilkley Literature Festival Limited until 11 April 2023. It is governed by a Memorandum and Articles of Association as amended on 11th April 2023. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. The trustees of the charity are also the directors for the purposes of company law.

Word Up North Limited

Trustees' report (continued) for the year ended 31 March 2025

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

The Trustees are pleased to present their annual report together with the charity's financial statements for year ending 31st March 2025; these are also prepared to meet the Companies Act requirements for a directors' report and accounts.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purpose and Aims

Our charitable purposes as set out in the objects contained in the Memorandum and Articles of Association are:

To foster and promote the maintenance, improvement and development of artistic taste and knowledge and the understanding and appreciation of literature and the other arts amongst the general public.

The strategic aims of our charity are to provide access to cultural experiences and creative activities that open minds, inspire curiosity, increase empathy and improve communication. We do this by:

- Encouraging and inspiring enthusiasm for books, words, reading and writing by providing opportunities for all readers – avid and reluctant – to meet, hear, and learn from the finest contemporary writers, poets and performers.
- Actively supporting professional and emerging writers, providing platforms on which to present their work, advance their professional development and reach new audiences.
- Delivering accessible, inspiring and relevant artistic, cultural and educational experiences to our local communities.
- Stimulating children and young people's creativity by encouraging a love of words and stories, and providing opportunities for them to discover, learn, create and share diverse experiences through writing and reading.
- Taking advantage of our geographic location to act as a cultural bridge between artists and audiences living in Yorkshire's urban cities and those living in its rural towns and villages.

MAIN ACTIVITIES

We deliver our purpose through four main areas of activities: New Writing and Talent Development; Live Literature Events; Creative Communities; and Children and Young People.

Activities delivered during 2024/25 included:

- ***New Writing and Talent Development***
 - **New Northern Poets** talent development programme in partnership with University of Leeds.
 - **Nature Writer in Residence** project in partnership with the National Trust Brimham Rocks.
 - Dedicated **Poetry Day** at Ilkley Literature Festival 2024, including workshops, showcases and networking sessions.
 - Key partner of the **2024 SI Leeds Literary Prize** for unpublished novels by Black and Asian women.
 - Creative writing and professional development workshops for writers.
 - Bursary Places offered to applicants who would otherwise not participate due to financial limitations.
- ***Children & Young People***
 - **Keighley Young Writers** weekly creative writing sessions for young people aged 12-18 led by professional writer Shabnam Ahsan.
 - Weekly **Story Explorer** creative reading and writing sessions at Keighley Library for children aged 7-12.
 - 'Bridge' poetry and visual art project with young people in Lawkholme and Showfield areas of Keighley, in partnership with Keighley Youth Service.
- ***Creative Communities***
 - Continuing development of **Word on the Street**, a community engagement programme utilising a hyperlocal Asset Based Community Development approach in six areas of Keighley.
 - **Word Out** - a series of workshops developing creative expression with adults with learning disabilities and autism, delivered in partnership with Outside the Box, Ilkley.
- ***Live Literature Events Programme***
 - The October festival involved 117 writers taking part in 99 in-person events, 13 live-streamed events, 9 workshops and 7 children's events. Over 13,800 tickets were sold.
 - This year's Settee Seminars series was a three-part spin-off, 'Translators on Translation', presented in partnership with the John Dryden Translation Competition and the Centre for World Literatures at the University of Leeds.

Public benefit

In shaping our objectives and planning our activities for the year, the Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity, including the guidance on public benefit and fee charging.

In setting the level of fees, charges and concessions, the Trustees consider the accessibility of events and participatory activities for those on low incomes, offering concessions for children and young people under 25, students, and people in receipt of disability and unemployment benefits or support. Established community groups and schools are eligible for group concessions with free places for group leaders.

In 2024/25, fully funded places were made available for free across a range of writing development initiatives to emerging northern writers from backgrounds currently underrepresented in the cultural sector.

Contribution made by volunteers

57 volunteers supported the running of our Live Literature events programme in 2024. We were also joined by 20 student volunteers from Ilkley Grammar School, aged 16-18, who assisted at with a range of events, including interviewing authors. In addition, a small group of office-based volunteers supported the year-round administration of our membership schemes and helped to mail out festival brochures. The total contribution of all volunteer hours was 783.

ACHIEVEMENTS AND PERFORMANCE

New Writing and Talent Development

2024 New Northern Poets (NNP)

A professional skills development programme for six new rising talents from the North of England, particularly those from backgrounds currently underrepresented in the cultural sector. The selected 2024 poets were Melanie Banim, Holly Bars, Mike Farren, Ian Harker, Sheena Hussain and Claire Lynn.

The programme aims to support new and emerging poetry talent by providing opportunities for poets to improve their practice, receive advice from professionals and join a network of poets on similar paths to help grow their confidence and experience.

Each New Northern Poet received one-to-one mentoring sessions with a poet from the University of Leeds Poetry Centre. Mentors included Matt Howard, John Whale, Jess Richards & Zaffar Kunial. The mentors helped the poets work on a piece they performed at the NNP Showcase as part of ILF 2024.

Participants received a Poetry Delegate Package, profile building opportunities, the opportunity to attend events and workshops for free during the festival and deliver a commission: host a New Northern Poets Podcast, online workshop or a poetry reading group.

"It was actually quite a surreal experience. I honestly felt a little like a poetry celeb! It was incredible."

-Holly Bars

"It's been fantastic joining my family of other new northern poets, it really does feel like stepping into a network, we have all got to know each other and find out about each other's projects and look at the world from different perspectives as well. It's been an absolutely enriching experience."

-Ian Harker

"The Showcase at the CF Centre with a packed audience was a real confidence booster for me. It empowered me and renewed my belief that I am a poet."

-Sheena Hussain

National Trust Brimham Rocks Nature Writer in Residence

Working in partnership with the National Trust at Brimham Rocks we provided a 6-month nature writing residency. 25 northern writers applied for the role with Leeds-based poet Natalie Anastasia Davies being appointed.

Natalie undertook research to produce a poetry commission inspired by the Brimham Rocks site. A reading of the final piece was filmed on site and a printed version was made available to the public to view/read in the exhibition room at Brimham Rocks.

The project gained significant coverage in local, regional and national press outlets.

2024 SI Leeds Literary Prize

The SI Leeds Literary Prize is a biennial event for unpublished fiction by UK-based Black and Asian women. We worked with Prize Director Fiona Goh and fellow key partners, Peepal Tree Press and SI Leeds, to promote and present the online announcement of the 2024 Prize.

The digital event was premiered via YouTube on 13 November and featured readings from all six shortlisted writers.

2024 Prize results:

- 1st Prize and Reader's Choice award: Maeve Clarke for Trapped Between Two Worlds
- 2nd Prize: Arathi Menon for Da
- 3rd Prize: Jac Shreeves-Lee for The House that Jack Built and other stories

Poetry Day at Ilkley Literature Festival 2024

On Sunday 13 October we delivered a day of poetry events and activities. This included three workshops from Peter Sansom, Amanda Dalton & Jess Richards; one Poetry Corner Reading Group hosted by New Northern Poets Sheena Hussain & Holly Bars; four poetry showcases with a total of 24 contributors and a poetry networking session.

The Poetry Day was a success in developing engaged audiences for poetry events and creating a poetry community/network at the festival. There was a great atmosphere throughout, with 100 more tickets purchased than the previous year.

Creative writing and professional development workshops

Our Autumn festival included nine workshops covering poetry, fiction writing and professional practice for writers. Workshop leaders included published fiction writers Monique Roffey, Saima Mir and Sarah Brooks, acclaimed poetry tutor Peter Sansom and Jess Richards Playwright and essayist Amanda Dalton, award-winning Raymond Antrobus, Editor Consultant and former Senior Commissioning Editor, Zoe Berville also hosted sessions.

We delivered a free-to-attend workshop for unsuccessful applicants to our New Northern Poet programme. This was hosted by poet and author, Rachel Bower focusing on developing and editing work.

It was such a warm group, and they all seemed to really value the opportunity to develop their work.

- Rachel Bower

One-to-one sessions

Poet John Whale – editor of Stand magazine and Director of the University of Leeds Poetry Centre provided five one-to-one sessions offering professional feedback and editorial advice on participants work.

Bursary Places

Across the festival, 21 bursary places were given to applicants who would otherwise not have been able to attend due to financial limitations.

Children & Young People

Story Explorer Group, Keighley Library

The group regularly attracts 14 young people aged 7-12 years. The Autumn term focused on a book by a children's author appearing at ILF 2024, Sam Copeland. This linked the children and their families to the festival, creating opportunities for greater engagement and learning. The children and their families (45 pax) attended the event and a VIP tea party where they had their book signed by the author, free of charge.

We launched a mini project called Doodle Diaries alongside our regular activity. The project was designed and led by Ellie W., an 18-year-old young person from Keighley. With our support Ellie successfully secured project funding of £1325 from The Leap. Work to create a 'doodle diary' booklet, which will be shared by three Keighley schools and the library, began in January 2025 and will see completion in the next financial year.

Young Writers Group, Keighley Library

Over the year, we welcomed an average of eight young writers aged 12-16 each week. There was a sharing session held for family and friends at Keighley Creative on 4 December. Additionally, there were three guest writer sessions:

- Poet and creative practitioner Chris Singleton supported them with a performance poetry workshop prior to the end of term showcase to help develop their confidence and presentation skills.
- Bradford-born actress and screenwriter Jessica Knappett delivered an inspirational session providing insight into the process of screenwriting.
- Charles Humphreys from The Unit ran a practical workshop on turning prose and fiction writing into screenplays and how to structure and format work for tv and film.

Showfield and Lawkholme 'Bridge' Project

We worked with Sangat Centre Youth Service in Keighley to raise pride and aspirations in areas of the town in which young people are identified as being at risk of involvement in organised crime. Working with local spoken word artist Wilko Wilkes, 15 young people aged 14-17 explored what their neighbourhood means to them in words. They then worked with community-focused visual artist Emma Denby to translate this work into a mural painted onto a local railway bridge.

Children's Day at Ilkley Literature Festival

A full day of events for children was planned for Sunday 20th October at Clarke Foley Centre. This included four author talks. Sam Copeland & Sophie Kirtley's took place as planned. Rachel Morrisroe was scheduled to deliver two events but sadly had to cancel due to illness. There were two free to attend drop-in sessions. One run by Maddie Coelho of Story Bees, which focused on autumnal activities and a range of picture books. The other was hosted by Marianne Matusz, a local practitioner who focused on storytelling and mysteries. Both drop-in sessions were incredibly busy, particularly due to the cancellation of Rachel's event. At one point there were 70 people (children & adults) in a session. The day also included a face painter for young children and a dedicated space for BSL one-to-one teaching. We also welcomed children's author Kate Pankhurst at the King's Hall on Sat 19th October.

Creative Communities

Word on the Street

Following the successful launch of Word on the Street in early 2024, we continued to engage with the same six hyperlocal community groups over the 2024/25 year. This allowed us to further deepen our connections with these neighbourhoods and implement learning from the first year of the project.

Our Programme Manager for Young People and Communities is embedded within Bradford Metropolitan District Council's Keighley Neighbourhood Team one day a week. Working alongside the Ward Officers, we explored new ways to employ creative activities to support and enhance the Neighbourhood Team's day-to-day community engagement work and share, knowledge, skills and networks.

We undertook a range of creative consultations, inputted into local planning committees, and helped secure creative activities that will support Keighley communities in realising their own vision for local celebrations of Bradford UK City of Culture in summer 2025.

Outside The Box

Outside The Box is a local charity that supports adults with disabilities and special educational needs in the Bradford district. Working with them, we delivered five sessions for their members that allowed them to experiment with creative expression via poetry, spoken word, music and visual art. Creative workshop leader and neurodivergent poet Chris Singleton supported them to create their own performance poetry pieces. These were shared before an audience of around 30 friends, family and other supporters during ILF 2024.

Live and Online Literature Events

2024 Ilkley Literature Festival

The annual Ilkley Literature Festival took place 4-20 October 2024. The programme comprised of 112 ticketed events. 99 were in-person and 13 were live-streamed. Additionally, there were nine workshops and 8 children's events, including one for primary schools.

A total of 13,834 tickets were sold. The average house capacity for in person events was 78%, a 7% increase from 2023. 38 in person events sold out (seven more than 2023).

The festival programme was as varied and wide ranging as ever. The diverse themes wove across fiction, non-fiction and poetry events. These included 'Democracies in Dangers?', 'Murder, They Wrote', 'In Verse', 'A Matter of Taste', 'Legacies', 'Explore Moor: Nurturing Nature', 'Ethics & Technology' and 'Shaking up Shakespeare'.

Highlights included interviews, talks and readings from novelists Kate Atkinson, Jodi Picoult, Monique Roffey, Wenyan Lu, Janice Hallett, Andrew McMillan, Saima Mir, Eleni Kyriacou, Andrew Michael Hurley, Elizabeth Macneal, Richard Morton Jack and Colin Grant; poets Carol Ann Duffy, Jackie Kay, Raymond Antrobus, Amanda Dalton, Matt Howard, Sarah Holland-Batt and Safiya Kamaria Kinshasa; politicians and journalists Theresa May, Sir Graham Brady, Caroline Lucas, Gabriel Gatehouse, Aamna Mohdin, Alan Johnson, Polly Toynbee and Paul Caruana Galizia; historians Linda Porter, Sophie Shorland, Stephen Alford and David Kynaston, Director of the Museum of Music History Kate Kennedy and other specialists including architect Laura Jane Clark, former UK diplomat Dr Samir Puri, leading international human rights lawyer and digital rights pioneer Susie Alegre, space scientist Dr Maggie Aderin-Pocock,

ultrarunner Allie Bailey and Europe's leading futurist Patrick Dixon.

Audience satisfaction levels matched previous years, with 93% of survey respondents rating the quality of events as 'very good' or 'good' and 90% rating the overall experience as 'very good' or 'good'. 94% of respondents were likely to recommend the festival to family or friends, with 76% 'extremely likely'.

Sample audience feedback:

'To all the team at Ilkley Literature Festival, I wanted to write to thank you for your support during my booking and my attendance at the recent Patrick Grant event... From booking my tickets, where extra care was taken so I would be in a seat that catered for my long-term anxiety condition, I knew that the festival team took accessibility for mental health issues seriously... I was able to sit and listen to the event in a space that felt comfortable to me and a member of your team assisted me to be able to access the book signing queue with my friend. I cannot praise your staff highly enough for the compassionate response and for making me feel so looked after.'

'Thanks for accommodating us yesterday - really impressed by the event and the lovely staff! The scouts certainly enjoyed meeting Gyles too!' - West Yorkshire Scouts

'It's a great event for the town and team ILF - well done for running this so well'

'I watched 2 live streaming events. I enjoyed both the live streaming events - thank you'

'We've been attending since we moved to Ilkley 4 years ago - really enjoyed all the events and talks we've been to.'

117 professional writers, poets and performers took part in ILF 2024. 26% featured writers with protected characteristics. 17% of writers taking part in ticketed events were Black/Black British, Asian/British Asian, of dual heritage or other ethnic background. 6% of the programme included professional writers identifying as disabled or neurodiverse.

Sample author/participant feedback:

"Firstly, thank you both so much for your patience, help and support on my first sharing of 'Cane, Corn & Gully: The Show'. This is something I have wanted to do since the book was published and having the opportunity to try new things has given me a boost of confidence. Also, please pass on my thanks to the staff, and the hospitality was some of the best I have experienced. I will remember this for a long time."

- Safiya Kinshasa, choreopoet and author of *Cane, Corn & Gully*

"The Ilkley Literature Festival is the first Harold Wilson event I've done in the great man's home county. My wife drove me there on a wet Sunday morning to speak to a packed-out audience of five hundred in the magnificent King's Hall opposite the station. Ilkley is one of the biggest book festivals in the country with over 90 events. It's also one of the best."

- Alan Johnson, Former Labour MP and Home Secretary and author of *Harold Wilson*

"Thank you so much to you and all your team for inviting me and pulling off such a lovely event. I really enjoyed every bit of it... Please thank everyone else involved. I didn't want to write another book but now I do so that I can come again."

- Ned Palmer, cheese expert and author of *A Cheesemonger's Tour de France*

"Thanks to you & your team at the event for all their hard work which made our job easier. They were a lovely responsive audience which made it a real pleasure to be in Ilkley again for your wonderful Festival. I really enjoyed the event on Sunday with such a wonderful audience and a very good backstage team."

- John Sampson, multi-instrumentalist and long-time collaborator with Carol Ann Duffy

"Most importantly, thank you so much for having me again at the Festival, which is always one of my favourites."
- Susie Dent, Countdown's lexicographer, etymologist and author.

Settee Seminars Podcast Series

The latest season of Settee Seminars was a three-part spin-off series. 'Translators on Translation' was presented in partnership with the John Dryden Translation Competition and the Centre for World Literatures at the University of Leeds. For each episode, an academic from the Centre for World Literature at the University of Leeds interviewed one of the competition winners. They discussed their process, choice of text and why their translation was recognized by the competition.

The series includes contributors Antonella Lettieri (First Prize) in conversation with Olivia Santovetti (Associate Professor of Italian); Naomi Mottram (Second Prize) in conversation with Sarah Hudspith (Associate Professor of Russian); David McCallam (Third Prize) in conversation Richard Hibbitt (Senior Lecturer French & Comparative Literature).

Major Projects

BBC Contains Strong Language: Bradford 2025

In May 2024, Word Up North was invited to partner with the BBC and Bradford 2025 UK City of Culture to produce the 2025 edition of BBC Contains Strong Language, a festival of contemporary poetry and spoken word commissions, performances and participatory events.

Word Up North submitted a Major Projects Grant funding application on behalf of the partnership in September 2024 and were notified the application had been successful in December of the same year.

Work began in January 2025 on delivery of the two linked strands of the project:

- 1) a 4-day poetry and performance festival taking place 18-21 September 2025 with 20 contemporary poets & spoken-word artists commissioned to make new work alongside an estimated 30 hours of live/recorded broadcast on BBC Radio.
- 2) an extensive engagement programme running January to December 2025 delivered in partnership with a range of community organisations across the Bradford District.

Word Up North digital platforms

Project management of the design and development of the 'Word Up North' website continued from 2023/24 across 2024/25 with the new site going live in January 2025 at wordupnorth.org.uk

Social media platforms for Word Up North were established during the year, enabling us to communicate more fully the full range of the work we do across the areas of New Writing & Talent Development, Creative Communities, and Children & Young People.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The governing document of the charity is the Memorandum and Articles of Association establishing the company as a company limited by guarantee under company legislation.

The charity's name was changed from Ilkley Literature Festival Limited by special resolution by unanimous written consent of the trustees on 1 April 2023.

The original Memorandum and Articles were dated 12 July 1972. The charity adopted new Articles of Association on 31 July 2013.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 501801.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

Our Trustees

The Board of Trustees, which must number between 3 and 15 members, administers the charity. The trustees are all individuals and offer their services on a voluntary basis.

The Board of Trustees meets at least four times a year with extra meetings held when necessary. The Board elects a Chair, Vice-Chair, Trustee with Special Responsibility for Finance and Secretary from among the trustees. The Board of Trustees may constitute committees for specific purposes from time to time, and has constituted a standing Finance Committee, which includes the Chair and Trustee with Special Responsibility for Finance, to deal with detailed financial matters, and a standing HR Committee, which includes the Vice-Chair and deals with staffing and recruitment policies and procedures. The Finance Committee meets before each board meeting, while the HR Committee meets periodically when required.

The present Board of Trustees incorporates a wide and diverse range of experience, expertise and skills necessary to effectively lead and manage the charity with trustees having a broad knowledge and skills base including: arts and cultural sector; law; financial strategy and risk management; and teaching and higher education.

Our policy is to ensure that the Board of Trustees is representative of the diversity of West Yorkshire and the wider population of the UK and that the composition of the Board appropriately reflects the scope of our operations, and the needs of our communities, audiences and stakeholders.

We aim to increase our pool of potential trustees to ensure that we deliver on this commitment and address any skills and expertise gaps that may emerge because of retirements/resignations from the Board. We openly communicate opportunities for Board involvement and trustee recruitment and have a clear procedure for recruiting and selecting potential new trustees.

Trustee Induction and Training

Potential trustees are invited to attend a board meeting as an observer prior to being invited to become a trustee. New trustees meet with the Chair of the Board and receive a comprehensive induction pack that includes details of their legal obligations and duties. They are also provided with appropriate induction and training, including briefing sessions by the Senior Management Team. The Board of Trustees holds annual away days to address training needs and the charity's strategic aims.

Organisational Structure

The Trustees are responsible for the strategic direction, leadership, management and policy of the charity. The Trustees are supported in their work by the Director, who in turn manages a small staff team of between 4-6 employees. The Director works to agreed levels of delegated authority reporting to the Board of Trustees. The Director and Partnerships & Operations Director form the executive Senior Management Team.

We continually monitor the organisation's structure and staffing to ensure that we have the right resources, skills and expertise to deliver our charitable objects.

Pay and Remuneration of the Charity's Key Management Personnel

The pay and remuneration of key management personnel is agreed by the Board of Trustees during the annual budgeting process. Pay is benchmarked against similar jobs in the arts and charitable sectors regionally.

Wider networks

Word Up North works closely with several key strategic partners including: The University of Leeds Cultural Institute, Bradford Metropolitan District Council and Bradford 2025, as well as publisher Peepal Tree Press and SI Leeds International with whom Word Up North partners on a biennial literary prize for new writing by Black and Asian women.

Relationships between the charity and related parties

The charity has a close relationship with Arts Council England and is currently part of its National Portfolio of funded organisations. The organisation nominates an observer to the Board of Trustees and provides funding to enable the charity to carry out its charitable objectives. The charity received revenue core funding grants amounting to £139,953 (2023-24: £139,953) from Arts Council England during the year.

Relationships with other groups, charities and individuals

Valuable partnerships this year included the National Trust, Keighley Creative, Outside The Box, BBC, Bradford 2025, National Poetry Centre, Keighley Youth Service, West Yorkshire Police, West Yorkshire Combined Authority, University of Leeds Poetry Centre & Cultural Institute, Bradford Libraries, Bradford Museums and Bradford MDC Keighley Neighbourhood Team.

FINANCIAL REVIEW

The company showed a net surplus on operations for the year of £100,488, comprising a surplus of £16,176 on unrestricted funds, and a surplus of £84,312 on restricted funds.

The significant surplus on restricted funds is due to receipt in of the first instalment of an Arts Council England Major Project Grant for BBC Contains Strong Language poetry and performance festival, delivery of which is scheduled to take place January to December 2025.

Principal Funding Sources

During the year, the company's principal sources of income were grants from Arts Council England and Bradford Metropolitan District Council, sponsorship and subscriptions, and earned income from ticket sales.

Grants from public bodies – DCMS/Arts Council England and Bradford Metropolitan District Council totalled £242,653 (2023/24: £157,913), representing 49% of total income (2023/24: 44%).

Grants from recurring sources totalled £154,953 (2023/24: £154,953) and non-recurring sources £101,363 (2023/24: £7,960).

In the financial year ended 31 March 2025, events income from ticket sales to live literature events and other associated income was £184,820 (2023/24: £159,434), a significant improvement from the previous year.

Reserves Policy

The Trustees' policy is that the charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the charity to raise funding and commit expenditure to its objectives.

The Trustees have carefully considered the financial obligations of the charity and have determined a reserves policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the charity's aims. The policy is reviewed on an annual basis with the most recent review undertaken on 20 March 2024.

The lower level of reserves is now set at £48,000, representing approximately three months' worth of contracted costs.

The upper level is set at £65,000 representing the projected unrestricted funds that the charity requires, based on a review of the budget for the forthcoming year and the risks associated with the delivery of that budget.

Unrestricted reserves, excluding fixed assets, at 31 March 2025 were £66,201 (31 March 2024: £50,339). This is slightly above the target range due to improved earned income levels against budget forecast and small reductions in operational costs within the live literature programme.

RISK MANAGEMENT

The Trustees are responsible for the charity's risk strategy and appetite and employ a formal risk management process. This includes:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

In addition, the Finance Sub-Committee has been granted devolved responsibility to lead on the development and oversight of risk management strategies and procedures as a standing agenda item at its quarterly meetings.

Operational risks are managed by ensuring robust policies and procedures are in place, and by appropriate training for staff and volunteers working in all relevant areas.

Risks and uncertainties facing the charity

The current period of Arts Council England (ACE) National Portfolio Funding has been extended until March 2028. The level of this funding has remained at a standstill since 2012, whilst operating costs have risen. Added to this, the proposed spending review for DCMS creates further concern for the future.

The cost of goods and services continue to increase, therefore, so does the demand for higher levels of pay to help meet living costs from staff and freelance contractors. Competition for funding from grant-giving bodies is exceptionally high with demand significantly outstripping the amounts available.

PLANS FOR FUTURE PERIODS

We will use the relative security of the remainder of the current Arts Council NPO funding period to establish our organisation's new brand, and to communicate our ambition and aims through an increasing diverse portfolio of engagement projects with writers, audiences, young people, and communities in the north of England. New funding streams and partnerships will be sought to support our development into new areas of activity.

Through the delivery of Contains Strong Language, Word Up North will play a role in Bradford 2025 UK City of Culture. We will build upon this project partnership with BBC Arts and Bradford 2025 to reach new and wider audiences for our work and increase the visibility and reputation of Word Up North within the cultural ecology of the north of England.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the Trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Adhere to agreed procedures for managing conflicts of interest;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 31 March 2025 have been subject to Independent Review and approved by a fully qualified Independent Examiner.

This report was approved by the Board of Trustees on 19 November 2025.



Professor Frank Finlay

**Chair of the Board, Director and Trustee
Word Up North Limited**

Independent examiner's report to the trustees of Word Up North Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025 which are set out on pages 18 to 26.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACCA which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Signed:



Name: Alan Dodd FCCA

Relevant professional qualification or body: FCCA

Date: 2 December 2025

West Yorkshire Community Accountancy Service CIO

Stringer House, 34 Lupton Street

Leeds

LS10 2QW

Word Up North Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants and donations	(2)	160,433	101,363	261,795	174,643
Contributed income		27,515	-	27,515	22,518
Events income		184,820	-	184,820	159,434
Young People income		2,769	-	2,769	105
New writing and talent development		11,523	-	11,523	-
Community Engagement		1,150	-	1,150	-
Other income		2,007	-	2,007	2,452
Total income		<u>390,217</u>	<u>101,363</u>	<u>491,579</u>	<u>359,153</u>
Expenditure on:					
Salaries, NIC and pension	(3)	159,819	3,608	163,427	139,316
Freelance staff and other staff costs		10,953	5,738	16,691	14,941
Event costs		100,555	-	100,555	114,418
Box office costs		11,613	-	11,613	11,272
Young People costs		7,658	5,564	13,222	9,177
New writing and talent development		12,453	-	12,453	15,850
Community costs		900	2,141	3,041	1,378
Contributed income costs		1,993	-	1,993	2,417
Marketing costs		32,841	-	32,841	12,086
Premises costs		16,554	-	16,554	23,330
Administrative expenses		13,561	-	13,561	10,747
Other overheads		4,319	-	4,319	9,937
Depreciation		821	-	821	1,382
Total expenditure		<u>374,041</u>	<u>17,051</u>	<u>391,092</u>	<u>366,251</u>
Net income / (expenditure)		16,176	84,312	100,488	(7,098)
Transfers between funds			-	-	-
Net movement in funds		<u>16,176</u>	<u>84,312</u>	<u>100,488</u>	<u>(7,098)</u>
Fund balances brought forward		<u>51,295</u>	<u>6,098</u>	<u>57,393</u>	<u>64,492</u>
Fund balances carried forward	(4)	<u>67,471</u>	<u>90,410</u>	<u>157,881</u>	<u>57,393</u>

All incoming resources and resources expended derive from continuing activities.

Word Up North Limited
Balance Sheet
as at 31 March 2025

	Notes	2025 Unrestricted £	2025 Restricted £	2025 Total £	2024 Total £
Fixed assets					
Tangible assets	(5)	1,270	-	1,270	956
Total fixed assets		<u>1,270</u>	<u>-</u>	<u>1,270</u>	<u>956</u>
Current assets					
Debtors and prepayments	(6)	10,753	-	10,753	6,870
Cash at bank and in hand	(7)	67,938	100,160	168,098	71,332
Total current assets		<u>78,691</u>	<u>100,160</u>	<u>178,851</u>	<u>78,202</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	12,490	9,750	22,240	21,765
Total current liabilities		<u>12,490</u>	<u>-</u>	<u>22,240</u>	<u>21,765</u>
Net current assets / (liabilities)		<u>66,201</u>	<u>90,410</u>	<u>156,611</u>	<u>56,437</u>
Net assets		<u>67,471</u>	<u>90,410</u>	<u>157,881</u>	<u>57,393</u>
Funds					
Unrestricted funds		67,471	-	67,471	51,295
Restricted funds		-	90,410	90,410	6,098
Total funds		<u>67,471</u>	<u>90,410</u>	<u>157,881</u>	<u>57,393</u>

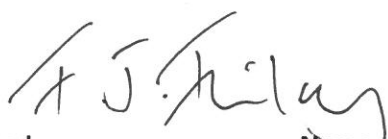
For the year ending 31 March 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the Board of Trustees on:

Date: 27.11.2025



Signed:

Name of signatory: Professor Frank Finlay (Director and Trustee)

Word Up North Limited

Notes to the accounts for the year ended 31 March 2025

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from corporation tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Word Up North Limited

Notes to the accounts for the year ended 31 March 2025

1. Accounting policies (continued)

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight-line basis over their expected useful economic lives as follows:

Project and office equipment: over 4 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2025

2. Grants and Donations

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arts Council England	139,953	-	139,953	139,953
Arts Council England - CSL	-	85,000	85,000	-
City of Bradford Metropolitan District Council	15,000	-	15,000	15,000
Leeds University - CAKE	-	400	400	1,960
BMDC – Creative Learning	-	200	200	1,000
BMDC – Word on the Street	-	600	600	-
BMDC – K Town Sound Machine	-	1,500	1,500	-
Bramhall Trust	-	5,000	5,000	-
The Leap	-	663	663	-
Sir George Martin Trust	-	3,000	3,000	-
Leeds Community Foundation/Give Bradford	-	5,000	5,000	5,000
Walter Swan Trust	-	-	-	1,000
University of Leeds	-	-	-	1,500
Ilkley Book Club	-	-	-	1,000
Small donations	2,969	-	2,969	7,280
Gift Aid	2,511	-	2,511	950
	<u>160,433</u>	<u>101,363</u>	<u>261,796</u>	<u>174,643</u>

3. Staff costs and numbers

	2025	2024
	£	£
Gross salaries	150,811	129,300
Social security costs	9,107	7,119
Pensions	3,509	2,897
	<u>163,427</u>	<u>139,316</u>

The average number of employees during the year was 5.7, being an average of 4.6 full time equivalent (2024: 5, 4.3 FTE).

Freelance and other staff costs	<u>16,691</u>	<u>14,941</u>
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Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2025

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	3,509	2,897

4. Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC Restart– Creative Learning	1,595	-	(1,595)	-	-
BMDC – Creative learning Leeds Community Foundation/Give Bradford	1,000	-	(805)	-	195
Arts Council England - CSL	3,504	5,000	(3,164)	-	5,340
Leeds University - CAKE	-	85,000	(8,946)	-	76,054
BMDC – ASB Prevention Work	-	400	(400)	-	-
BMDC – Word on the Street	-	200	-	-	200
BMDC – K Town Sound Machine	-	600	-	-	600
Liz and Terry Bramhall Trust	-	1,500	(1,500)	-	-
The Leap	-	5,000	-	-	5,000
Sir George Martin Trust	-	663	-	-	663
	-	3,000	(641)	-	2,359
	<u>6,099</u>	<u>101,363</u>	<u>(17,051)</u>	<u>-</u>	<u>90,411</u>

Fund name	Purpose of restriction
BMDC Restart – Creative Learning	For development of year-round programme for children and young people
BMDC – Creative learning	Grant funding to support Creative Learning activities
Leeds Community Foundation/Give Bradford	Manjit Wolstenholme Trust grant funding for Keighley Young Writers
Arts Council England - CSL	Contains Strong Language (CSL) 2025 festival of poetry and performance
Leeds University - CAKE	Participation in Creative and Artistic Knowledge Exchange (CAKE)
BMDC – ASB Prevention Work	Grant funding to support youth engagement and anti-social behaviour prevention
BMDC – Word on the Street	Grant funding to support Creative Learning activities
BMDC – K Town Sound Machine	Grant funding to support youth engagement and anti-social behaviour prevention
Liz and Terry Bramhall Trust	Grant funding to support Creative Learning activities
The Leap	Grant funding held for young person to deliver Doodle Diaries project
Sir George Martin Trust	Grant funding to support Word on the Street (Creative Communities)

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2025

5. Tangible assets

	Office Equipment	Furniture and Fixtures	Total £
Cost			
At 1 April 2024	25,741	11,694	37,435
Additions	870	265	1,135
At 31 March 2025	<u>26,611</u>	<u>11,959</u>	<u>38,570</u>

Depreciation

At 1 April 2024	24,785	11,694	36,479
Charge for year	768	53	821
At 31 March 2025	<u>24,553</u>	<u>11,747</u>	<u>37,300</u>

Net book value

At 31 March 2025	<u>1,057</u>	<u>212</u>	<u>1,270</u>
At 31 March 2024	<u>956</u>	<u>50</u>	<u>956</u>

6. Debtors and prepayments

	2025 £	2024 £
Debtors	500	-
Prepayments	10,253	6,870
	<u>10,753</u>	<u>6,870</u>

7. Cash at bank and in hand

	2025 £	2024 £
Current account	165,931	69,229
Savings account	130	128
Cash in hand	2,037	1,975
	<u>168,098</u>	<u>71,332</u>

8. Creditors and accruals

	2025 £	2024 £
Accruals and deferred income	18,863	18,977
PAYE, NI	3,377	2,788
Other creditors	-	-
	<u>22,240</u>	<u>21,765</u>

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2025

9. Related Party Transactions

Trustee expenses

No trustee incurred any expenses in the performance of their duties during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration in the performance of their duties during this year or the previous year.

Key management personnel

The key management personnel of the charity comprises the Director and Partnerships & Operations Director. The total employee benefits of the key management personnel of the charity were £80,472 (2024: £76,508).

Ilkley Literature Festival Limited (13943739) is a dormant company with Directors who are also Directors of Word Up North Limited.

10. Independent Examiner

	2025	2024
	£	£
Independent Examiner's Fee	1,656	1,656

11. Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment expires:

	2025	2024
	£	£
Within one year	6,704	6,806
In the second to fifth years inclusive	6,500	13,204
Over five years from the balance sheet date	-	-
	<u>13,204</u>	<u>20,010</u>

Word Up North Ltd

Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2025

	2025	2024	2025	2024	2025	2024
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	160,433	163,183	101,363	11,460	261,796	174,643
Contributed Income	27,515	22,518	-	-	27,515	22,518
Events income	184,820	159,434	-	-	184,820	159,434
Young People income	2,769	105	-	-	2,769	105
New writing and talent development	11,523	-	-	-	11,523	-
Community income	1,150	-	-	-	1,150	-
Other income	2,007	2,452	-	-	2,007	2,452
Total income	390,217	347,693	101,363	11,460	491,580	359,153
Expenditure						
Salaries and NI	159,819	139,316	3,608	-	163,427	139,316
Freelance staff and other staff costs	10,953	13,441	5,738	1,500	16,691	14,941
Event costs	100,555	114,418	-	-	100,555	114,418
Box office costs	11,613	11,272	-	-	11,613	11,272
Young people costs	7,658	6,681	5,564	2,496	13,222	9,177
New writing and talent development cc	12,453	12,890	-	2,960	12,453	15,850
Community costs	900	1,078	2,141	300	3,041	1,378
Contributed income costs	1,993	2,417	-	-	1,993	2,417
Marketing costs	32,841	12,086	-	-	32,841	12,086
Premises costs	16,554	23,330	-	-	16,554	23,330
Administrative expenses	13,561	10,747	-	-	13,561	10,747
Other overheads	4,319	9,937	-	-	4,319	9,937
Depreciation	821	1,382	-	-	821	1,382
Total expenditure	374,041	358,994	17,051	7,256	391,092	366,250
Net gains/(losses) on investments	-	-	-	-	-	-
Net income / (expenditure)	16,176	(11,302)	84,312	4,204	100,488	(7,098)
Transfers between funds					-	-
Net movement in funds	16,176	(11,302)	84,312	4,204	100,488	(7,098)
Fund balances brought forward	51,295	62,597	6,098	1,895	57,393	64,492
Fund balances carried forward	67,471	51,295	90,410	6,098	157,881	57,393

Word Up North Limited

England & Wales - Charity number 501801

Accounts

Word Up North Limited

Charity number 501801

A company limited by guarantee number 01061343

Annual Report and Financial Statements

for the year ended 31 March 2024

Annual Report and Financial Statements

For the year ended 31 March 2024

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Word Up North Limited

Trustees' report for the year ended 31 March 2024

REFERENCE AND ADMINISTRATIVE DETAILS

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Catherine Baxandall		
Dr Rachel Bower		Resigned 20 September 2023
John Dignum	Special Responsibility for Finance	
Anita Ganeri		Resigned 21 July 2023
Professor Frank Finlay	Chair	
Georgina Frieder		Resigned 15 April 2024
Professor Gregory Radick		
Ellen Thorpe	Vice Chair	
Mary Margaret Katherine Wright (Kitty Wright)		

Company secretary Catherine Baxandall

Charity number 501801 Registered in England and Wales

Company number 01061343 Registered in England and Wales

Registered and principal address

2nd Floor Offices, Fairfax House,
38, The Grove, Ilkley
Yorkshire
LS29 9EE

Bankers

HSBC
1 Well Croft
Shipley
BD18 3QH

Independent examiner

Alan Dodd FCCA
West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 12 July 1972. The Charitable Company was known as Ilkley Literature Festival Limited until 11 April 2023. It is governed by a Memorandum and Articles of Association as amended on 11th April 2023. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. The trustees of the charity are also the directors for the purposes of company law.

Word Up North Limited

Trustees' report (continued) for the year ended 31 March 2024

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are pleased to present their annual report together with the charity's financial statements for year ending 31st March 2024; these are also prepared to meet the Companies Act requirements for a directors' report and accounts.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purpose and Aims

Our charitable purposes as set out in the objects contained in the Memorandum and Articles of Association are:

To foster and promote the maintenance, improvement and development of artistic taste and knowledge and the understanding and appreciation of literature and the other arts amongst the general public.

The strategic aims of our charity are to provide access to cultural experiences and creative activities that open minds, inspire curiosity, increase empathy and improve communication. We do this by:

- Encouraging and inspiring enthusiasm for books, words, reading and writing by providing opportunities for all readers – avid and reluctant – to meet, hear, and learn from the finest contemporary writers, poets and performers.
- Actively supporting professional and emerging writers, providing platforms on which to present their work, advance their professional development and reach new audiences.
- Delivering accessible, inspiring and relevant artistic, cultural and educational experiences to our local communities.
- Stimulating children and young people's creativity by encouraging a love of words and stories, and providing opportunities for them to discover, learn, create and share diverse experiences through writing and reading.
- Taking advantage of our geographic location to act as a cultural bridge between artists and audiences living in Yorkshire's urban cities and those living in its rural towns and villages.

Main Activities

We deliver our purpose through four main areas of activities: New Writing and Talent Development; Live Literature Events; Creative Communities; and Children and Young People.

Activities delivered during 2023/24 included:

- ***New Writing and Talent Development***
 - Joint commission in partnership with the Brontë Parsonage Museum of new experiential audio theatre performance in celebration of the 50th anniversary of Ilkley Literature Festival and the Museum's 'Year of the Wild'.
 - New poetry commission inspired by Ted Hughes' 1975 'Cave Birds' performance at Ilkley.
 - Appointment of two Apprentice Poets in Residence, Freya Hughes and Chris Singleton.
 - 'New Northern Poets' writer development programme
 - Creative writing and professional development workshops engaging 157 writers.
 - Free mentoring sessions for writers from backgrounds currently underrepresented within the cultural sector.
 - Key partner in SI Leeds Literary Prize 10-year celebration and anthology launch.

- ***Children & Young People***
 - Third year of 'Creative Manifesto' creative writing development sessions engaging 52 Keighley secondary school students.
 - Launch of new Keighley Young Writers group, offering weekly creative writing sessions for young people aged 12-18 led by professional writer Shabnam Ahsan.
 - Weekly Story Explorer creative reading and writing sessions at Keighley Library for children aged 7-12.
 - Partnership with Puffin Books on a series of Children's Book events as part of Ilkley Literature Festival's 50th anniversary programme involving 870 children and their families.

- ***Creative Communities***
 - Piloting of 'Word on the Street', a community engagement programme utilising a hyperlocal Asset Based Community Development approach, in six areas of Keighley.
 - Staging of free-to-attend performances at Keighley Library of Stute Theatre's 'Cardboard Cosmos', an exploration of community and environmental responsibility for young children and their families.

- ***Live Literature Events Programme***
 - Delivery of Ilkley Literature Festival in its 50th anniversary year with 109 writers taking part across 106 events, attracting a total audience of 14,105 tickets were sold.
 - Production of season six of 'Settee Seminars' podcast featuring talks by a range of experts and academics on themes including Italo Calvino, Ukrainian novelists, and being Black in Britain.

Public benefit

In shaping our objectives and planning our activities for the year, the Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity, including the guidance on public benefit and fee charging.

In setting the level of fees, charges and concessions, the Trustees give careful consideration to the accessibility of events and participatory activities for those on low incomes, offering concessions for children and young people under 25, students, and people in receipt of disability and unemployment benefits or support. Established community groups and schools are eligible for group concessions with free places for group leaders.

We also stage free-to-access and pay-what-you-decide events, including a community fringe festival featuring local writers and performers, weekly Story Explorer sessions for 7-12-year-olds in Keighley and drop-in family activities at events throughout the year.

In 2023/24, free fully funded places were made available across a range of writing development initiatives, aimed specifically at emerging northern writers from backgrounds currently underrepresented in the cultural sector.

Contribution made by volunteers

58 volunteers supported the running of our Live Literature events programme in 2023. We were also joined by 8 student volunteers from Ilkley Grammar School, aged 14-18, who assisted at events held at the school and a journalism student from Leeds Trinity University who undertook a voluntary social media role. In addition, we recruited a new office-based volunteer to support the year-round administration of our membership schemes. The total contribution of all volunteer hours was 754.

ACHIEVEMENTS AND PERFORMANCE

New Writing and Talent Development

Audio Theatre Commission: Soundlandscape

In 2023, working in partnership with the Brontë Parsonage Museum, we jointly commissioned experiential theatre company Obscura to create a two-part audio theatre performance in celebration of the 50th anniversary of the Literature Festival and the Museum's 'Year of the Wild'.

The result was *Soundlandscape: The Wild Hauntings on the Moor*, two immersive new audio pieces with accompanying illustrated maps, one designed to be experienced walking a route on the moor at Ilkley, the other on the moor at Haworth.

Obscura Theatre are specialists in exploring folklore, the fantastical and its relationship to land and local identity. The two stories, written and developed by Obscura's writer, composer and sound designer Patch Middleton and director and producer Emily Oulton, were interconnected.

The audio performances were made available to download via a range of podcast apps, with high quality headphones available to borrow from The Grove Bookshop (in Ilkley) and the Brontë Parsonage Museum (in Haworth).

Films of the scenic moorland routes set to the audio performances were also created to ensure the commissions could also be enjoyed by people who were not able to visit Ilkley or Haworth or to physically access the moorland routes.

'The Wild Hauntings on the Moor' examines two lost characters, each trying to belong to their time and place. A Dream of Death is set in Haworth in 1823, the year that the Brontë family first arrived in the village, and Shadows on Shadows is set in Ilkley in 1973 when the Literature Festival was founded. Using headphones and a map, audiences were guided by the narrative performed by Yorkshire actors Riana Duce (Napoleon, 2023; Emmerdale; The Good Book, 2020) and Olivia Sweeney (Aux, 2018; Celluloid, 2014; 7.2, 2014) to explore the landscape while experiencing ghostly visitations through sound.

To create the narratives, Middleton and Oulton researched local folklore and fantastical oral legends, consulting with walking groups, local history bloggers and storytellers all whom provided inspiration for the final pieces. Obscura were determined to cast local actors for the roles and also build their lived experiences into the performances.

After the recordings, Middleton then edited the pieces, composed original music and created additional soundscape elements to add another layer of texture.

Outcomes and Feedback:

- 150 people engaged with the finished work in the landscapes between July and October 2023.
- 98 engaged with accessible film versions online.
- Two community 'By Candlelight' storytelling sessions held in Haworth, Bronte Parsonage Museum, 29 July 2023, and Ilkley, Manor House, 8 October 2023.
- 'Making Of *Soundlandscape*' event held part of 2023 Ilkley Literature Festival programme.
- *Audio theatre feedback:* Audiences were asked to describe their experience in three words. The most common were: 'immersive', 'atmospheric' and 'gripping'.
- *Writing workshop participant feedback:*
"The friendly approach and well-planned sessions made for enjoyable and informative workshops. I applied for the workshops as I am reading / researching folklore for a book I am hoping to complete over the next year which will focus on my experience of thin places and that of others too. To tie together mythology, folklore from cultures around the world into an engaging narrative, is a pretty big ask as I write more poetry and short stories. Those two hours spent on these workshops have certainly helped me working out how I can piece together my story."

Poetry Commission: 'Bitter Linnet'

Also as part of Ilkley Literature Festival's 50th anniversary celebrations, we commissioned Bradford-born poet Emma Conally-Barklem to produce a piece inspired by the Festival's 1975 commission of a special illustrated edition and performance by Ted Hughes of his collection 'Cave Birds'. A film of Emma reading her commission in locations across the Pennine moors was shared on National Poetry Day, 5 October 2024, garnering over 1200 views online and via social media.

2023 Apprentice Poets in Residence

Chris Singleton and Freya Bantiff were appointed as joint Apprentice Poets in Residence following an open call-out in which 25 extremely high-quality applications were received. The posts were supported by a £1000 donation from The Walter Swan Trust.

The Apprentices received one-to-one mentoring from former Poet-in-Residence Kim Moore, attended networking events, devised and led poetry workshops, read their work alongside previous Poets in Residence as part of a programme celebrating the 50th anniversary of Ilkley Literature Festival, and were commissioned to write poems responding to ILF 2023 themes.

In her application, Freya Bantiff described Ilkley Literature Festival as the catalyst of her poetry journey. She won our Young People's short story & poetry competitions 6 times between 2010 – 2015 and went on to be placed third in the 2019 Walter Swan Poetry Prize 18-25 category before winning the category outright in 2020. Since those early successes, Freya has won the Bridport Young Writer Prize and was highly commended in the overall Bridport Prize in 2022.

Reflecting on her time in the role, Freya said: “Being part of the Festival and connecting to other poets/writers was probably my favourite part of the position, as I always love having time to hear other people’s work and discover new writing. I also really enjoyed the mentorship as Kim was so helpful in terms of explaining some of the practical sides of the writing world and making me aware of opportunities/avenues to consider. Lastly, the chance to push myself out of my comfort zone by running an online workshop for the first time was something that I feel really grateful to have experienced.”

For his commission, Chris Singleton delved into the archives amassed over five decades of Ilkley Literature Festival. Learning that northern Black British poet SuAndi performed in 1989, the year he was born, he decided to craft a response to her poem ‘After I Was Eight’. SuAndi’s poem describes herself at various ages and stages of her life. Chris took the same ages of his life and created a series of stanzas, each one drawing inspiration from poets who performed at Ilkley Literature Festival in the corresponding years.

When asked what Chris enjoyed most about the role, he responded: “I have to say, the mentoring from Kim. She is such a wonderful poet and person and was so dedicated to helping me find the best in whatever I brought to her. It’s a very rare occurrence to be mentored as a poet and I loved it! The opportunity to try out new writing and focus on my career for the duration of the Festival - brilliant!”

‘New Northern Poets’ Writer Development Programme

Five exceptionally talented poets who submitted applications for the Apprentice Poet in Residence roles were offered the opportunity to become a 2023 ‘New Northern Poet’ in receipt of a professional development support package. The package included free access to poetry reading, networking opportunities and writing workshops at ILF 2023, contribution towards travel expenses, discounts on book purchases, and a profile of each poet on the ILF website.

Feedback from 2023 New Northern Poets:

“You were all so kind and welcoming, and I had the most wonderful time immersed in poetry, met and heard so many brilliant poets and got 6 drafts for new poems started, thanks to Kim’s amazing workshops. If the opportunity arises, I will absolutely be applying to be part of it again.”

“I thoroughly enjoyed all the sessions I went to and connecting with the other New Northern Poets, they were lovely. I had a good chat with Emily Zobel Marshall, loved her set. We had so much in common in terms of dual heritage, loss of our mothers and love of the Yorkshire landscape.”

Creative Writing and Professional Development Workshops

Our 2023 programme included nine workshops covering aspects of poetry, life writing and professional practice for writers. Workshops leaders were novelist and screenwriter Jeremy Dyson, acclaimed poetry tutors Peter Sansom, Kim Moore and Professor John Whale of the University of Leeds Poetry Centre. 157 participants took part in the workshops which were split between in person and online delivery.

Twenty-four bursary places were given to applicants who would otherwise not have been able to attend due to financial limitations.

Mentoring Sessions with Tanya Shadrick

Selkie Press founder Tanya Shadrick, a rural working-class writer who was first published after turning forty, provided six free one-to-one mentoring sessions to those wishing to build their creative confidence. The sessions

were for emerging writers based in the North of England, particularly those from backgrounds currently underrepresented within the cultural sector.

Feedback from mentee:

“It was amazing - even better than I had thought it would be. She was so honest and encouraging but also realistic... I have been feeling at quite a crossroads and she gave me some really practical, applicable advice that I have referred back to often since the mentoring session. [Tanya] also encouraged me and listened to a performance of one of my pieces which was very nerve-wracking and intimate but felt so powerful.

It was very profoundly helpful. I left the call with Tanya feeling exulted and excited and felt as though I had a lot of decisions to make about my next 12 months.”

SI Leeds Literary Prize

We worked with Prize Director Fiona Goh and fellow key partners, Peepal Tree Press and SI Leeds, to produce an event celebrating the launch of an anthology, ‘The Unheard Stories’, celebrating 10 years of the biennial prize for unpublished fiction by UK-based Black and Asian women. The event took place at the University of Leeds on 15 November 2023.

Children & Young People

‘Creative Manifesto’ Sessions for Secondary Schools, Keighley

This was the third year of ‘Creative Manifesto’ activity with Holy Family Catholic School and Carlton Keighley (formally UAK). The programme works to deepen the relationship between Word Up North and the schools by tailoring activities that complement the curriculum and provide the opportunity to monitor impact in the classroom. 2023 saw us working with Beckfoot Oakbank School for the first time. This meant activity was undertaken with all three secondary schools in Keighley.

The aims of ‘Creative Manifesto’ are to:

- Develop students creative writing skills and to promote words and writing as a tool for creating real social change.
- Empower young people and to make them feel confident enough to express their views.
- Share the work created by students with a wider audience.

With the above in mind, consultations were held with lead English teachers and Careers Advisors at each of the three schools to identify specific needs.

At Holy Family the lead teacher was keen for us to work with their Year 9 promoting oracy and presentation skills, linking delivery into their scheme of work looking at Paper 2 language techniques.

Carlton requested that we work with a mix of students who have taken part in previous years (now year 8 and 9) and students in Year 7, with the older students acting as ambassadors. They were keen that the project should focus on the key skill from their Term 2 non-fiction module: presenting a clear viewpoint.

At Beckfoot Oakbank the careers and progression tutor was keen that activity should promote the use of digital skills, real world learning and connect to further career aspirations.

Students participated in three sessions. In the first session they worked with local script writer and radio performer Irene Lofthouse to understand the production process of podcasts; how they can start with just one individual and their phone / microphone and grow to multi-team, cross-platform media brands with lots of job opportunities. They then outlined ideas for their own podcasts, coming up with titles, designating each other with roles and producing their own scripts exploring issues that mattered to them, using Paper 2 Language, Speaking and Listening techniques.

In the second session, students worked with the BCB Radio team to design a professional show in more detail, adding in music, interview dynamics and jingle creation. Where time allowed, they also created logos and explored visual and digital marketing techniques for their shows. I

In the third session, students recorded their shows using BCB Radio's professional recording equipment with some students also having the opportunity to interview expert guests. Two out of three of the schools did this at the BCB studio. They also were given a tour of the studio and introductions to the BCB team, as well as a talk from their Youth Music Lead who highlighted ways they could continue broadcasting or volunteer at the studio. All students were provided tips on how to start their own podcasts at home.

52 young people took part in the sessions, including 9 SEN and 16 pupil premium/LAC students. 40% were Asian / Asian British, or Black / Black British.

Outcomes and feedback:

- 3 professionally recorded audio shows which were broadcast on BCB Radio and made available as podcasts for download.
- 83% of students said they felt more confident expressing their opinions after taking part in the project.
- 81% of students said they felt more confident about recording themselves and using audio equipment as a way of communicating their ideas.
- 94% of students said they would recommend the experience to others.
- 93% positive feedback from teachers and school staff.

"If my future job requires me to speak confidently or be recorded I would have skills from this project." — Holy Family student

"I hardly ever share my views so it was nice to share them. It's nice to know that someone is listening." — Beckfoot Oakbank student.

"I got to learn different things about the studios. It helps you become more confident." — Carlton Academy student.

"Before, I felt like my opinions would be judged but they were respected" — Beckfoot Oakbank student.

"Thank you for your continued support. Students developed their communication skills, and the session met our learning needs with all students being able to access them. Students were enthused, especially after the BCB session and some were asking to record more and when it could happen again"— Lucy Middleton, English Teacher, Holy Family Catholic School.

"We have really enjoyed these sessions. Students were able to discuss and work together on their topic. The project met the needs of school and students, building their confidence and linking into our talk for learning priority. We would be interested in doing more work that focuses on creative writing and presenting." — Farhat Alam, English Teacher, Carlton Keighley.

Story Explorer Group, Keighley Library

At our weekly Story Explorer sessions at Keighley Library, led by creative facilitator Sandra Flitcroft, children aged 7-12-years work through an exciting book for their age group exploring the book's themes and characters as they read and trying out fun ways to write their own stories and poems with creative writing games. 2023/24 saw 43 attendees across the year, 44% of whom were of South Asian heritage.

In 2023/24 Story Explorers activities focussed on *On the Move* by Michael Rosen, *The Kingdom Over The Sea* by Zohra Nabi and *October, October* by Katya Balen.

Young Writers' Group, Keighley Library

Our new Keighley-based Young Writers group started 29 November 2023. Sessions take place weekly on Wednesdays 4.30-6pm at the library and are free to attend for young people aged 12-18 years. The sessions are led by local writer, creative practitioner, and former teacher Shabnam Ahsan.

Between November 2023 and March 2024, a core group of 8 regular attendees has gradually been established with both the level of engagement and quality of the creative writing being produced by the participating young people already impressive.

BD Festival – Together Installation

Antony Dunn of The People Powered Press in Shipley approached us to engage with groups for a project forming part of Bradford Metropolitan District Council's 'BD Festival' in July 2023. The project saw eight groups from across various Bradford wards create poems in response to the prompt 'Together'. Current members of Keighley Story Explorers and five former members of Ilkley Young Writers took part in the project. Their poems were exhibited at Kirkgate Market during the BD Festival on the back of a massive, printed installation of the word 'Together'.

Children's Puffin Books Events

To recreate the Puffin Tea Party that took place in 1973 at the very first Ilkley Literature Festival, we approached publishers Puffin Books about revisiting this event for the anniversary year. The result was a day full of Puffin publishing-themed events for children and families held at the Clarke Foley Centre in Ilkley on Sun 8 October 2024.

The schedule included two sold out events with bestselling authors Katie Kirby and Robin Stevens, free to attend classic Puffin Book-themed drop-in activities, face painting, and – of course – a Puffin Book Tea Party with free Puffin Books goodies for each child. 547 children and family members attended the day.

In addition, on Saturday 7 October legendary Puffin Books author and long-time visitor to Ilkley Literature Festival, Jacqueline Wilson played to a rapt audience of 330 at the King's Hall.

The final element was a Puffin Book Trail around Ilkley town centre. 14 shops agreed to display boards featuring famous Puffin Book characters in their windows. Children and their families were tasked with locating all the boards answering questions set by Puffin Books on each featured story.

Creative Communities

Word on the Street, Keighley

In partnership with Bradford Metropolitan District Council's Keighley Neighbourhoods team, we piloted a community engagement project, 'Word on the Street'. The aim of the project was to place the emphasis on local people developing their own activities and events; empowering them to work together to celebrate where they live whilst nurturing budding creative talent. We wanted to successfully kickstart doorstep conversations, uncover community connectors for future projects and embed creativity within the communities.

Working within an Asset Based Community Development approach engagement work was undertaken in 6 hyperlocal areas. The areas selected each had seeds of community development work that presented opportunities to be developed into something more substantial and long lasting with the right catalyst. The areas were also reflective of the diversity of Keighley's residents, including multi-generation Asian, working-class white British and Eastern European families, retirees, young families, those in Housing Association accommodation and social housing.

Initial outreach was undertaken in the form of door knocking, leaflet dropping, visiting community centres, spending time in "bumping spaces" such as shops and popular school run routes, surveys and popup engagement stalls.

The creative activities undertaken by the six communities included a story telling workshop, an Easter Street party, a community arts showcase, poetry performances in Urdu, multi-generational storytelling, and the creation by young people of a public artwork at a community centre. Over 600 people engaged with the project, and of those, 103 participated as organisers, performers and contributors.

"I had a wonderful time. It was actually a lot better than I thought it was going to be. I didn't expect the performances to be as good as they were but the dancers and the theatre group were all excellent. The young people round here are just wonderful."- P __, Participant

"I've really enjoyed being part of it. It was something different and we got to show off what we've achieved to people. I hope you can come back and do more soon." – D __, Participant

"It goes to show what you can do when you all work together. A lot of people don't realise all the great stuff that people do who live round here so it's been nice to show that off for once." – Local craft group member

Cardboard Cosmos Family Theatre Performance, Keighley Library

In partnership with Stute Theatre we brought 2 x live performances of 'Cardboard Cosmos' to family audiences in the Keighley Library on Saturday 29 April 2023.

This innovative combined performance and creative workshop explored the notion of community and asked what really makes a great place to live. Each performance was directly influenced by what the audience thought and care about in Keighley. Children and families got involved in thinking about how to be good community members and providing suggestions as to how to look after the place they live through a mixture of music, storytelling and live performance and interactive techniques.

The performances were free to attend and attracted a total audience of 135, 59 adults and 76 children aged 3 to 8 years.

All attendees who responded to the post-event survey either agreed or strongly agreed that the show was good quality, engaging and entertaining, and accessible and inclusive. 82% of respondents were engaging with Ilkley Literature Festival/Word Up North for the first time.

Live and Online Literature Events

2023 Ilkley Literature Festival

ILF 2023 ran from Fri 6 October to Sunday 22 October with a programme comprising 106 ticketed events of which two were digital, 15 were live-streamed, and 89 were in-person. Additionally, there were 11 creative writing workshops.

A total of 14,105 tickets were sold. The average house capacity for ILF 2023 events was 71%, a 21-percentage point increase from the previous year. 31 events sold out.

Audience satisfaction levels matched previous years, with 93% of survey respondents rating the quality of events as 'good' or 'excellent' and 92% rating the overall experience as 'good' or 'excellent'. 94% of respondents were likely to recommend the festival to family or friends, with 75% 'extremely likely'.

The programme was as varied and wide-ranging as ever with fascinating themes weaved across fiction, non-fiction and poetry events. These were 'The State of the Nation', 'Music and Lyrics', 'Food for Thought', 'Explore Moor: Nature's Miracles' and '50 Years of Ilkley Literature Festival'.

Highlights included interviews, talks and readings from acclaimed writers Jeanette Winterson, Jacqueline Wilson, Monica Ali, Simon Armitage, Grace Dent, Daljit Nagra, Alex Wheatle, Stef Penney, Rosanna Amaka, Jeremy Dyson, Chibundo Onuzo, Tim Marshall, Lucy Caldwell, Kim Moore, Duncan Hamilton, Bryan Washington, C Pam Zhang; journalists Luke Harding, Gary Younge, James Naughtie, Polly Toynbee, Steve Richards and Gavin Esler; historians Dan Jones, Tracy Borman, David Kynaston, Jenni Nuttall and Tom Holland; endurance athlete Jenny Graham; philosopher AC Grayling; comedian Shaparak Khorsandi; broadcasters Clare Balding and Gyles Brandreth; scientists Jonathan Kennedy, Sophie Pavelle and Greg Radick; plus household names Ray Mears, Melanie Sykes, Helen Skelton and Stuart Maconie.

Sample audience feedback:

"I was very impressed. I was expecting the authors to be knowledgeable about their areas of expertise and they were. Additionally, however, they were also brilliant and engaging speakers. It was tremendous."

"Very well organised with friendly helpful staff, and delighted it was so well attended."

"One of the most enjoyable hours I've spent in a long time. I will visit again."

"Every member of staff we encountered either paid or voluntary were friendly, kind & helpful."

"Thank you for a great Literature Festival. I really enjoyed it. Well done for all your hard work, inspiration, dedication, organisation, and thank you to all the volunteers. With the challenges of Covid I haven't attended events since 2019. This year I was able to attend 5 events. The ticket price was ok, and so meant I was able to buy the tickets. Thank you, and I look forward to next year already."

109 professional writers, poets and performers took part in ILF 2023. 36% of events featured writers with protected characteristics. 53% of participating writers, poets and performers identified as female, 47% as male. 20% of

participating writers were Black/Black British, Asian/Asian British, of mixed ethnicity or from other ethnic background. 6% of participating writers identified as disabled or neurodiverse.

Sample author feedback:

Kim Moore: *"Spent a lovely weekend in Ilkley at @ilkleylitfest it's rare to find organisations that genuinely care about both audiences and artists, I'll always be grateful for the opportunity to work with them over the last 10 years and their support for my work. Here's to another 50 years!"*

Sophie Pavelle: *"It was so brilliantly organised, and I felt so relaxed and welcome - thank you so much for hosting me so generously in Ilkley. The audience was wonderful, and everyone was so friendly too."*

Ray Mears: *"Ray's manager was absolutely thrilled with how the event went. Ray had a wonderful time and they were so happy with the turnout, so thank you so much for all you and the team did to organise everything."*

Settee Seminars Podcast

Seasons 6 of our podcast series Settee Seminars - bite-sized talks by leading experts on an eclectic range of subjects across the arts, humanities, and sciences - was released in March 2024.

Episodes included: Olivia Santovetti, Richard Hibbitt and Domenico Scarpa discussing the legacy of Italo Calvino; Helen Finch and Alessio Baldini on the dialogue between Jewish novelists Natalia Ginzburg and Katya Petrowskaja in 'Ukraine and the Voices of those Left Behind'; authors Colin Grant and Alex Wheatle on the experience of being Black in Britain; and 'No Laughing Matter' an essay on understanding Tibetan experience in China through comedy from Timothy Thurston and Tsering Samdrup.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The governing document of the charity is the Memorandum and Articles of Association establishing the company as a company limited by guarantee under company legislation.

The charity's name was changed from Ilkley Literature Festival Limited by special resolution by unanimous written consent of the trustees on 1 April 2023.

The original Memorandum and Articles were dated 12 July 1972. The charity adopted new Articles of Association on 31 July 2013.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 501801.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

Our Trustees

The Board of Trustees, which must number between 3 and 15 members, administers the charity. The trustees are all individuals and offer their services on a voluntary basis.

The Board of Trustees meets at least four times a year with extra meetings held when necessary. The Board elects a Chair, Vice-Chair, Trustee with Special Responsibility for Finance and Secretary from among the trustees. The Board of Trustees may constitute committees for specific purposes from time to time, and has constituted a standing Finance Committee, which includes the Chair and Trustee with Special Responsibility for Finance, to deal with detailed financial matters, and a standing HR Committee, which includes the Vice-Chair and deals with staffing and recruitment policies and procedures. The Finance Committee meets before each board meeting, while the HR Committee meets periodically when required.

The present Board of Trustees incorporates a wide and diverse range of experience, expertise and skills necessary to effectively lead and manage the charity with trustees having a broad knowledge and skills base including: arts and cultural sector; law; financial strategy and risk management; and teaching and higher education.

Our policy is to ensure that the Board of Trustees is representative of the diversity of West Yorkshire and the wider population of the UK and that the composition of the Board appropriately reflects the scope of our operations, and the needs of our communities, audiences and stakeholders.

We aim to increase our pool of potential trustees to ensure that we deliver on this commitment and address any skills and expertise gaps that may emerge as a result of retirements/resignations from the Board. We openly communicate opportunities for Board involvement and trustee recruitment and have a clear procedure for recruiting and selecting potential new trustees.

Trustee Induction and Training

Potential trustees are invited to attend a board meeting as an observer prior to being invited to become a trustee. New trustees meet with the Chair of the Board and receive a comprehensive induction pack that includes details of their legal obligations and duties. They are also provided with appropriate induction and training, including briefing sessions by the Senior Management Team. The Board of Trustees holds annual away days to address training needs and the charity's strategic aims.

Organisational Structure

The Trustees are responsible for the strategic direction, leadership, management and policy of the charity. The Trustees are supported in their work by the Director, who in turn manages a small staff team of between 4-6 employees. The Director works to agreed levels of delegated authority reporting to the Board of Trustees. The Director and Partnerships & Operations Director form the executive Senior Management Team.

We continually monitor the organisation's structure and staffing to ensure that we have the right resources, skills and expertise to deliver our charitable objects.

Pay and Remuneration of the Charity's Key Management Personnel

The pay and remuneration of key management personnel is agreed by the Board of Trustees during the annual budgeting process. Pay is benchmarked against similar jobs in the arts and charitable sectors regionally.

Wider networks

Word Up North works closely with several key strategic partners including: The University of Leeds Cultural Institute, Bradford Metropolitan District Council and Bradford 2025, as well as publisher Peepal Tree Press and SI Leeds International with whom Word Up North partners on a biennial literary prize for new writing by Black and Asian women.

Relationships between the charity and related parties

The charity has a close relationship with Arts Council England and is currently part of its National Portfolio of funded organisations. The organisation nominates an observer to the Board of Trustees and provides funding to enable the charity to carry out its charitable objectives. The charity received revenue core funding grants amounting to £139,953 (2022-23: £139,953) from Arts Council England during the year.

Relationships with other groups, charities and individuals

Valuable partnerships this year included the Bronte Parsonage Museum, Kala Sangam, People Powered Press, Keighley Creative, Bradford Libraries, Bradford Museums, Bradford Neighbourhoods Team, the Ilkley Cultural Co-operative and The Walter Swan Trust.

FINANCIAL REVIEW

The company showed a net deficit on operations for the year of £7,098, comprising a deficit of £11,302 on unrestricted funds, and a surplus of £4,204 on restricted funds.

Although an overall deficit has arisen, this is due to dilapidations upon expiry of a lease agreement for the charity's head office and the Trustees' decision to deploy funds from reserves to invest in brand development for Word Up North throughout the year, the company has managed its financial position carefully, reducing activities where funding was insufficient, and controlling tightly the costs arising on events that did take place.

Principal Funding Sources

During the year, the company's principal sources of income were grants from Arts Council England and Bradford Metropolitan District Council, sponsorship and subscriptions, and earned income from ticket sales.

Grants from public bodies – DCMS/Arts Council England and Bradford Metropolitan District Council totalled £157,913 (2022/23: £173,703), representing 44% of total income (2022/23: 53%). Prior to the Covid-19 pandemic, public grant funding amounted to 35% of total income in 2019/20.

In the financial year ended 31 March 2024, events income from ticket sales to live literature events and other associated income was £159,434 (2022/23: £116,599), a significant improvement from the previous year, but still lower than pre-pandemic levels of £192,262 in 2019/20.

Reserves Policy

The Trustees' policy is that the charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the charity to raise funding and commit expenditure to its objectives.

The Trustees have carefully considered the financial obligations of the charity and have determined a reserves policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the charity's aims. The policy is reviewed on an annual basis with the most recent review undertaken on 1 March 2024.

The lower level of reserves is now set at £41,000, representing approximately three months' worth of contracted costs.

The upper level is set at £65,000 representing the projected unrestricted funds that the charity requires, based on a review of the budget for the forthcoming year and the risks associated with the delivery of that budget.

Unrestricted reserves, excluding fixed assets, at 31 March 2024 were £50,339 (31 March 2023: £61,693). This is within the target range.

Risk Management

The Trustees are responsible for the charity's risk strategy and appetite and employ a formal risk management process. This includes:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

In addition, the Finance Sub-Committee has been granted devolved responsibility to lead on the development and oversight of risk management strategies and procedures as a standing agenda item at its quarterly meetings.

Operational risks are managed by ensuring robust policies and procedures are in place, and by appropriate training for staff and volunteers working in all relevant areas.

Risks and uncertainties facing the charity

The current period of Arts Council England (ACE) National Portfolio Funding has been extended by an additional year until March 2027.

However, costs of goods and services continue to increase, as does the demand for higher levels of pay to help meet living costs from staff and freelance contractors. Competition for funding from grant-giving bodies is exceptionally high with demand significantly outstripping the amounts available.

PLANS FOR FUTURE PERIODS

We will use the relative security of the remainder of the current Arts Council NPO funding period to establish our organisation's new brand, and to communicate our ambition and aims through an increasing diverse portfolio of engagement projects with writers, audiences, young people, and communities in the north of England. New funding streams and partnerships will be sought to support our development into new areas of activity.

We hope to play a role in Bradford 2025 City of Culture and building on its cultural legacy within the Bradford District into 2026 and beyond.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the Trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Adhere to agreed procedures for managing conflicts of interest;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

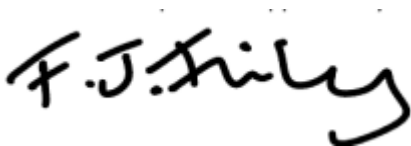
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 31 March 2024 have been subject to Independent Review and approved by a fully qualified Independent Examiner.

This report was approved by the Board of Trustees on 25th September 2024.



Professor Frank Finlay

**Chair of the Board, Director and Trustee
Word Up North Limited**

Independent examiner's report to the trustees of Word Up North Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024 which are set out on pages 21 to 29.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACCA which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Signed:



Name: Alan Dodd FCCA

Relevant professional qualification or body: FCCA

Date: 8 October 2024

West Yorkshire Community Accountancy Service CIO

Stringer House, 34 Lupton Street

Leeds

LS10 2QW

Word Up North Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Grants and donations	(2)	163,183	11,460	174,643	182,083
Contributed income		22,518	-	22,518	22,721
Events income		159,434	-	159,434	116,599
Young People income		105	-	105	3,308
New writing and talent development		-	-	-	545
Community Engagement		-	-	-	424
Other income		2,452	-	2,452	3,675
Total income		347,693	11,460	359,153	329,355
Expenditure on:					
Salaries, NIC and pension	(3)	139,316	-	139,316	135,135
Freelance staff and other staff costs		13,441	1,500	14,941	19,259
Event costs		114,418	-	114,418	106,800
Box office costs		11,272	-	11,272	9,615
Young People costs		6,681	2,496	9,177	8,710
New writing and talent development		12,890	2,960	15,850	10,043
Community costs		1,078	300	1,378	12,354
Contributed income costs		2,417	-	2,417	529
Marketing costs		12,086	-	12,086	3,434
Premises costs		23,330	-	23,330	13,996
Administrative expenses		10,747	-	10,747	8,478
Other overheads		9,937	-	9,937	4,434
Depreciation		1,382	-	1,382	2,176
Total expenditure		358,994	7,256	366,251	334,963
Net income / (expenditure)		(11,302)	4,204	(7,098)	(5,608)
Transfers between funds			-	-	-
Net movement in funds		(11,302)	4,204	(7,098)	(5,608)
Fund balances brought forward		62,597	1,895	64,492	70,100
Fund balances carried forward	(4)	51,295	6,098	57,393	64,492

All incoming resources and resources expended derive from continuing activities.

Word Up North Limited
Balance Sheet
as at 31 March 2024

	Notes	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Total £
Fixed assets					
Tangible assets	(5)	956	-	956	904
Total fixed assets		<u>956</u>	<u>-</u>	<u>956</u>	<u>904</u>
Current assets					
Debtors and prepayments	(6)	6,870	-	6,870	13,984
Cash at bank and in hand	(7)	65,234	6,098	71,332	64,196
Total current assets		<u>72,104</u>	<u>6,098</u>	<u>78,202</u>	<u>78,180</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	21,765	-	21,765	14,592
Total current liabilities		<u>21,765</u>	<u>-</u>	<u>21,765</u>	<u>14,592</u>
Net current assets / (liabilities)		<u>50,339</u>	<u>6,098</u>	<u>56,437</u>	<u>63,588</u>
Net assets		<u>51,295</u>	<u>6,098</u>	<u>57,393</u>	<u>64,492</u>
Funds					
Unrestricted funds		51,295	-	51,295	62,597
Restricted funds		-	6,098	6,098	1,895
Total funds		<u>51,295</u>	<u>6,098</u>	<u>57,393</u>	<u>64,492</u>

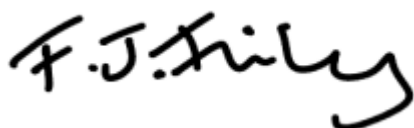
For the year ending 31 March 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the Board of Trustees on:

Date: 25th September 2024



Signed:

Name of signatory: Professor Frank Finlay (Director and Trustee)

Word Up North Limited

Notes to the accounts for the year ended 31 March 2024

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from corporation tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Word Up North Limited

Notes to the accounts for the year ended 31 March 2024

1. Accounting policies (continued)

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight-line basis over their expected useful economic lives as follows:

Project and office equipment: over 4 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2024

2. Grants and Donations	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arts Council England	139,953	-	139,953	139,953
City of Bradford Metropolitan District Council	15,000	-	15,000	15,000
Ilkley Town Council	-	1,960	1,960	-
BMDC – Creative Learning	-	1,000	1,000	11,600
Leeds Community Foundation/Give Bradford	-	5,000	5,000	2,150
Walter Swan Trust	-	1,000	1,000	600
University of Leeds	-	1,500	1,500	5,000
Ilkley Book Club	-	1,000	1,000	-
Small donations	7,280	-	7,280	2,410
Gift Aid	950	-	950	5,370
	<u>163,183</u>	<u>11,460</u>	<u>174,643</u>	<u>182,083</u>

3. Staff costs and numbers	2024	2023
	£	£
Gross salaries	129,300	125,345
Social security costs	7,119	6,968
Pensions	2,897	2,822
	<u>139,316</u>	<u>135,135</u>

The average number of employees during the year was 5, being an average of 4.3 full time equivalent (2023: 6.1, 4.4 FTE).

Freelance and other staff costs	<u>14,941</u>	<u>19,259</u>
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Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2024

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	2,897	2,822

4. Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC Restart– Creative Learning	1,895	-	(300)	-	1,595
Ilkley Town Council	-	1,960	(1,960)	-	-
BMDC – Creative learning	-	1,000	-	-	1,000
Leeds Community Foundation/Give Bradford	-	5,000	(1,496)	-	3,504
Walter Swan Trust	-	1,000	(1,000)	-	-
University of Leeds	-	1,500	(1,500)	-	-
Ilkley Book Club	-	1,000	(1,000)	-	-
	<u>1,895</u>	<u>11,460</u>	<u>(7,256)</u>	<u>-</u>	<u>6,099</u>

Fund name	Purpose of restriction
BMDC Restart – Creative Learning	For development of year-round programme for children and young people
Ilkley Town Council	Partial funding for Obscura Theatre Project
BMDC – Creative learning	Grant funding to support the Creative Learning activities
Leeds Community Foundation/Give Bradford	Manjit Wolstenholme Grant funding to support the Young Writers sessions
Walter Swan Trust	Funding to support Apprentice Poet in Residence position
University of Leeds	Funding for UOL Intern
Ilkley Book Club	Funding to support Story Explorers and writing competition

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2024

5. Tangible assets

	Office Equipment	Furniture and Fixtures	Total £
<u>Cost</u>			
At 1 April 2023	24,307	11,694	36,001
Additions	1,434	-	1,434
At 31 March 2024	<u>25,741</u>	<u>11,694</u>	<u>37,435</u>
<u>Depreciation</u>			
At 1 April 2023	23,453	11,644	35,097
Charge for year	1,332	50	1,382
At 31 March 2024	<u>24,785</u>	<u>11,694</u>	<u>36,479</u>
<u>Net book value</u>			
At 31 March 2024	<u>956</u>	<u>0</u>	<u>956</u>
At 31 March 2023	<u>854</u>	<u>50</u>	<u>904</u>

6. Debtors and prepayments

	2024 £	2023 £
Debtors	-	251
Prepayments	6,870	13,733
	<u>6,870</u>	<u>13,984</u>

7. Cash at bank and in hand

	2024 £	2023 £
Current account	69,229	63,870
Savings account	128	126
Cash in hand	1,975	200
	<u>71,332</u>	<u>64,196</u>

8. Creditors and accruals

	2024 £	2023 £
Accruals	18,977	11,913
PAYE, NI	2,788	2,679
Other creditors	-	-
	<u>21,765</u>	<u>14,592</u>

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2023

9. Related Party Transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Key management personnel

The key management personnel of the charity comprises the Director and Partnerships & Operations Director. The total employee benefits of the key management personnel of the charity were £76,508 (2023: £73,071).

Ilkley Literature Festival Limited (13943739) is a dormant company with Directors who are also Directors of Word Up North Limited.

10. Independent Examiner

	2024	2023
	£	£
Independent Examiners Fee	1,656	1,575

11. Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment expires:

	2024	2023
	£	£
Within one year	6,806	5,856
In the second to fifth years inclusive	13,204	509
Over five years from the balance sheet date	-	-
	<u>20,010</u>	<u>6,365</u>

Word Up North Ltd

**Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2024**

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	163,183	166,630	11,460	15,453	174,643	182,083
Contributed Income	22,518	22,721	-	-	22,518	22,721
Events income	159,434	116,599	-	-	159,434	116,599
Young People income	105	3,308	-	-	105	3,308
New writing and talent development	-	545	-	-	-	545
Community income	-	424	-	-	-	424
Other income	2,452	3,675	-	-	2,452	3,675
Total income	347,693	313,902	11,460	15,453	359,153	329,355
Expenditure						
Salaries and NI	139,316	134,032	-	1,103	139,316	135,135
Freelance staff and other staff costs	13,441	9,509	1,500	9,750	14,941	19,259
Event costs	114,418	106,800	-	-	114,418	106,800
Box office costs	11,272	9,615	-	-	11,272	9,615
Young people costs	6,681	8,710	2,496	-	9,177	8,710
New writing and talent development costs	12,890	9,443	2,960	600	15,850	10,043
Community costs	1,078	5,249	300	7,105	1,378	12,354
Contributed income costs	2,417	529	-	-	2,417	529
Marketing costs	12,086	3,434	-	-	12,086	3,434
Premises costs	23,330	13,996	-	-	23,330	13,996
Administrative expenses	10,747	8,478	-	-	10,747	8,478
Other overheads	9,937	4,434	-	-	9,937	4,434
Depreciation	1,382	2,176	-	-	1,382	2,176
Total expenditure	358,994	316,405	7,256	18,558	366,251	334,963
Net gains/(losses) on investments	-	-	-	-	-	-
Net income / (expenditure)	(11,302)	(2,503)	4,204	(3,105)	(7,098)	(5,608)
Transfers between funds						
Net movement in funds	(11,302)	(2,503)	4,204	(3,105)	(7,098)	(5,608)
Fund balances brought forward	62,597	65,100	1,895	5,000	64,492	70,100
Fund balances carried forward	51,295	62,597	6,098	1,895	57,394	64,492

Word Up North Limited

England & Wales - Charity number 501801

Accounts

Word Up North Limited

Charity number 501801

A company limited by guarantee number 01061343

Annual Report and Financial Statements

for the year ended 31 March 2023

Annual Report and Financial Statements

For the year ended 31 March 2023

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Word Up North Limited

Trustees' report for the year ended 31 March 2023

REFERENCE AND ADMINISTRATIVE DETAILS

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Catherine Baxandall		
Dr Fozia Bora		Resigned 21 July 2022
Dr Rachel Bower		
John Dignum	Special Responsibility for Finance	
Anita Ganeri		Appointed 11 May 2022 Resigned 21 July 2023
Professor Frank Finlay	Chair (from 15 March 2023)	Appointed 15 March 2023
Georgina Frieder		Appointed 15 March 2023
Professor Gregory Radick		
Ellen Thorpe	Vice Chair	
Nigel Walsh	Chair (to 15 March 2023)	Resigned 15 March 2023
Mary Margaret Katherine Wright (Kitty Wright)		
Julie Yau		Resigned 12 January 2023

Company secretary Catherine Baxandall

Charity number 501801 Registered in England and Wales

Company number 01061343 Registered in England and Wales

Registered and principal address

9 The Grove
Ilkley
Yorkshire
LS29 9LW

Bankers

HSBC
1 Well Croft
Shipley
BD18 3QH

Independent examiner

Alan Dodd FCCA
West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 12 July 1972. The Charitable Company was known as Ilkley Literature Festival Limited until 11 April 2023. It is governed by a Memorandum and Articles of Association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. The trustees of the charity are also the directors for the purposes of company law.

Word Up North Limited

Trustees' report (continued) for the year ended 31 March 2023

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are pleased to present their annual report together with the charity's financial statements for year ending 31st March 2023; these are also prepared to meet the Companies Act requirements for a directors' report and accounts.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purpose and Aims

Our charitable purposes as set out in the objects contained in the Memorandum and Articles of Association are:

To foster and promote the maintenance, improvement and development of artistic taste and knowledge and the understanding and appreciation of literature and the other arts amongst the general public.

The strategic aims of our charity are to provide access to cultural experiences and creative activities that open minds, inspire curiosity, increase empathy and improve communication. We do this by:

- Encouraging and inspiring enthusiasm for books, words, reading and writing by providing opportunities for all readers – avid and reluctant – to meet, hear, and learn from the finest contemporary writers, poets and performers.
- Actively supporting professional and emerging writers, providing platforms on which to present their work, advance their professional development and reach new audiences.
- Delivering accessible, inspiring and relevant artistic, cultural and educational experiences to our local communities.
- Stimulating children and young people's creativity by encouraging a love of words and stories, and providing opportunities for them to discover, learn, create and share diverse experiences through writing and reading.
- Taking advantage of our geographic location to act as a cultural bridge between artists and audiences living in Yorkshire's urban cities and those living in its rural towns and villages.

Main Activities

We deliver our purpose through four main areas of activities: New Writing and Talent Development; Live Literature Events; Creative Communities; and Children and Young People.

Activities delivered during 2022/23 included:

- ***New Writing and Talent Development***
 - Poets in Residence commissions by Kayo Chingonyi, Sarah-Clare Conlon and Rebecca Green
 - Eight micro commissions by new and emerging northern writers responding to the theme 'The Things We Leave Behind'.
 - Key delivery partner of the 2022 SI Leeds Literary Prize for unpublished novels by Black and Asian women
 - Management of the 2022 Walter Swan Poetry Prize and production of the online winner's announcement event.
 - Creative writing and professional development workshops
 - Free mentoring sessions for writers from backgrounds currently underrepresented within the cultural sector.

- ***Children & Young People***
 - Creative learning sessions delivered as part of Holiday Activity and Food programmes at 3 community centres in Keighley, engaging 74 disadvantaged children and young people.
 - Highly tailored creative writing and filmmaking projects with 60 Keighley secondary school students
 - Fortnightly Young Writers sessions for young people aged 12-18 led by professional writer Andy Craven-Griffiths
 - Weekly Story Explorer creative reading and writing sessions at Keighley Library for children aged 7-12.
 - Creation of third 'Story Explorer' digital resource pack, including creative writing and activity prompts inspired by *The Boy at the Back of the Class* by Onjali Q. Raúf.
 - Large scale events with authors Sharna Jackson and Francesca Simon for 800 primary school children
 - Poetry competitions for Children and Young People including an outdoor award presentation ceremony for the winners and their families.

- ***Creative Communities***
 - Six evenings of Summer 'Fringe' events, providing opportunities for local non-professional writers, creatives and community groups to perform their work to audiences.
 - Co-curation with Keighley Creative of literature-themed strand of 2022 Keighley Arts and Film Festival programme.
 - Staging of free-to-attend performance of Stute Theatre's Brontë-inspired play 'I Am No Bird' at Keighley Library.
 - Provision of family drop-in activities at 'Eid on the Green' in Keighley, an event taking place in the town celebrating Eid.

- **Live Literature Events Programme**

- Delivery of October festival programme comprising 136 writers taking part across 109 in-person events, 12 live-streamed events, 6 pre-recorded digital events, and 9 writing workshops. 10,229 tickets were sold.
- Production of season five of 'Settee Seminars' podcast featuring talks by a range of experts and academics on themes of environmental protection and climate change.
- Successful completion of the migration of our existing audience database to a new box office supplier with improved functionality and data analysis tools.

Public benefit

In shaping our objectives and planning our activities for the year, the Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity, including the guidance on public benefit and fee charging.

In setting the level of fees, charges and concessions, the Trustees give careful consideration to the accessibility of events and participatory activities for those on low incomes, offering concessions for children and young people under 25, students, and people in receipt of disability and unemployment benefits or support. Established community groups and schools are eligible for group concessions with free places for group leaders.

We also stage free-to-access and pay-what-you-decide events, including a community fringe festival featuring local writers and performers, weekly Story Explorer sessions for 7-12-year-olds in Keighley and drop-in family activities at events throughout the year.

In 2022/23, free fully funded places were made available across a range of writing development initiatives, aimed specifically at emerging northern writers from backgrounds currently underrepresented in the cultural sector.

Contribution made by volunteers

While volunteer numbers in 2022/23 did not return to pre-pandemic levels (over 110 in 2019/20), 51 volunteers supported the running of our Live Literature events programme in 2022. We were also joined by 16 student volunteers from Ilkley Grammar School, aged 14-18, who assisted at events held at the school, contributing 96 hours. The total contribution of all volunteer hours was 922.

ACHIEVEMENTS AND PERFORMANCE

New Writing and Talent Development

2022 Poets-in-Residence

Kayo Chingonyi was appointed as 2022 Poet in Residence. During his time in the role Chingonyi curated a poetry showcase event featuring readings from the poets on Bloomsbury's inaugural poetry list (of which he is editor), participated in live readings alongside poets from the University of Leeds Poetry Centre, judged the 2022 Walter Swan Poetry Prize and delivered a poetry writing masterclass for adults on 'Enhancing the Sonic World of a Poem'. Joint Apprentice Poet-in-Residence Rebecca Green premiered a new commission in a reading at ILF 2022. The poem explored her own identity as a tapestry of all the people she has ever met and, through a mysterious branch of her heritage, those she's never met at all.

"I just wanted to say a big thank you, not just for giving me the opportunity that you did but also for your kindness and support throughout the journey. I do really feel as though these pieces are some of my best work to date and I don't think I'd have created that with the festival as impetus."

- Rebecca Green

Joint Apprentice Poet-in-Residence Sarah-Clare Conlon premiered her commission by inviting the audience to join her on a journey of a poetry map around Ilkley.

"Being commissioned to create new work and share it with Ilkley audiences has been a real joy... I've also done a lot of writing, exploring some new approaches as well as styles, and pulling together the poetry map I set out to create."

- Sarah-Clare Conlon

New Northern Poets – Micro Commissions

So impressive was the standard of applications for the Apprentice Poets in Resident positions, we commissioned a further 8 rising northern poets to produce a piece in response to the festival theme 'The Things We Leave Behind'.

The commissioned poets were Chris Singleton, Claire Lynn, Daniel Hinds, Emma Conally-Barklem, Holly Bars, Joe Williams, Kitty Donnelly and Natalie Davies. Their incredibly varied responses were available to read online alongside videos of the poets reading their commissions. Trustee Rachel Bower provided considered feedback and guidance to each of the eight commissioned poets as well as the two Apprentices.

"I thought it was a lovely prompt and have really enjoyed the writing process. I found Rachel's comments very helpful, and subsequently showed my poem to various other people. It was a new and interesting process for me, having never been commissioned before."

- Micro-Commissioned Poet, Claire Lynn

"Thank you for the opportunity! This has been excellent. I am very passionate about my subject matter, but it is a hard slog and quite consuming, so chances like this are excellent for keeping me motivated."

- Micro-Commissioned Poet, Holly Bars

2022 SI Leeds Literary Prize

We worked with Prize Director Fiona Goh and fellow key partners, Peepal Tree Press and SI Leeds, to promote and present the online announcement of the 2022 SI Leeds Literary Prize, the biennial prize for unpublished fiction by UK-based Black and Asian women.

The digital event was premiered via YouTube on Fri 21 October and featuring readings from all six shortlisted writers.

2022 Prize results:

- 1st Prize: Suad Kamardeen for *Never Enough*
- 2nd Prize: Latoyah Innerarity for *Sometimes the Sky is Blue*
- 3rd Prize and Readers' Choice award: Laura Fish for *Lying Perfectly Still*

2022 Walter Swan Poetry Prize

The annual poetry prize was open for entries, responding to the theme 'The Audience', from April to July 2022. Poet in Residence Kayo Chingonyi judged the overall 2022 Walter Swan Poetry Prize from 100 entries and Apprentice Poets Rebecca & Sarah-Clare selected the winners in the 18-25 years sub-category.

For the first time the same poem took first place in both categories – 'The Plum Tree' by Sorrel Briggs.

The online Winners' Announcement film premiered on ILF's YouTube Channel on National Poetry Day. The digital event included readings from all five placed poets.

Creative Writing and Professional Development Workshops

Our Autumn programme included nine workshops covering aspects of poetry, life writing and professional practice for writers. Workshops leaders were our Poets in Residence, memoirists Cathy Rentzenbrink and Tanya Shadrick, acclaimed poetry tutor Peter Sansom and Professor John Whale of the University of Leeds Poetry Centre. 114 participants took part in the workshops which were split between in person and online delivery.

Nine bursary places were given to applicants who would otherwise not have been able to attend due to financial limitations.

Mentoring Sessions with Tanya Shadrick

Selkie Press founder Tanya Shadrick, a rural working-class writer who was first published after turning forty, provided six free one-to-one mentoring sessions to those wishing to build their creative confidence. The sessions were for emerging writers based in the North of England, particularly those from backgrounds currently underrepresented within the cultural sector.

Children & Young People

Spoken Word and Street Art pilot in partnership with Keighley Youth Service

The Holy Croft / Lund Park area of Keighley Central has been identified as an area at risk of serious and organised crime. Our Creative Learning Producer was invited to meet with the Keighley Together Steering Group to discuss creative opportunities for young people in the area deemed to be “at risk” of becoming involved in criminal activities. The objective was to raise the aspirations of young people, give them ownership of their local space, and engender feelings of pride in their community. It was agreed that a pilot project would be run with young people who attend Keighley Youth Service’s sessions at the Bangladeshi Community Association.

In the resulting project led by our Creative Learning Producer, 12 young men aged 16-18 worked with Leeds-based poet Saju Ahmed over four sessions, building trust through wide-ranging discussions before working collaboratively on a spoken word piece titled ‘This is Home’. The poem was then used to inspire a street art piece created by the young people with guidance from artist Tom Warrington.

The original street art and a recording of the spoken word piece were installed on the grounds on Holy Croft Primary School and unveiled at a special celebration event attended by several of the participants, the artists and youth workers, as well as representatives from the town council, Keighley Together, the school and other local stakeholders. Former Keighley MP John Grogan presented the young people with their own framed copy of the artwork. The evening celebrated their work with a spoken word performance by Saju, a DJ, food, and a football game.

Feedback from the participants:

“It made me feel proud about where I live.”

“I learned new skills like how to spray paint and be creative.”

“It helped my communication skills.”

“It was good to do something different and new.”

“We really enjoyed all of it.”

“It made me think about what’s special about where I live.”

“It made me feel very proud and confident.”

“We should do more things like this.”

“The young people have loved it as it’s something different and a new way to express themselves.”

- Aiysha Bi, Youth Worker.

Feedback from participants on the Celebration Event:

“Saju’s speech was really inspiring, and it was great to see him perform.”

“It was good to see that the community was proud of our work and achievements.”

“It made us come together as a community and we all had a great time.”

“It was the first time the community had come together for a while so that was really good.”

“I liked that it showed what this area is all about.”

Following the success of this pilot project, we are working to secure funding to enable the delivery of future projects in partnership with the Youth Service and members of the Keighley Together Steering Group.

'Creative Manifesto' Sessions for Secondary Schools, Keighley

Holy Family and Carlton Keighley were both part of our 2021 Cultural Recovery Funded learning pilot which aimed to redesign our schools offer to better reflect the needs of teachers and learners. This was achieved through in-depth consultation with participating schools to tailor an approach that complimented each school's individual curriculum and provided opportunities to monitor impact in the classroom.

Holy Family were keen for us to return in 2022 to work with the same group of students (now Year 9), with a focus on oracy and presentation skills in preparation for the speaking and listening part of the GCSE assessments. Sessions were linked to the text being studied by students at the time of delivery, Orwell's *Animal Farm*.

Carlton's preference was for us to work with a mix of students from 2021 (now Year 8) and new students from Year 7. This was because some students in the original group had been inspired to go on to take part in the First Story initiative (<https://firststory.org.uk>) and the school wanted to similarly enthuse the Year 7s with the help of student ambassadors. They were keen to promote creative writing skills as a tool for self-expression. Students were studying poetry at the time of our visit and studying *Animal Farm* next term.

Both schools identified digital skills as an area for improvement.

Participating students took part in two sessions over two weeks. In the first session, they worked with local storyteller, script writer, performer and social historian Irene Lofthouse to develop their own 'Creative Manifestos' in the form of poems (Carlton) and speeches (Holy Family) concerning a social issue that mattered to them. In the second session, they worked with Keighley-based filmmaker Louisa Rose Macklestone to turn their written pieces into short campaign-style films.

Holy Family were also offered an additional session with the illustrator of a recent re-edition of *Animal Farm*, Chris Mould, to deepen their understanding and enjoyment of the book.

60 young people took part in the sessions, including 6 SEN and 13 pupil premium/LAC students. 60% were Asian or Asian British and 5% Black or Black British.

"The sessions were absolutely brilliant – the writing with Irene supported our students to produce some really reflective thoughtful pieces. The day had been well structured. The second session which involved students planning their own film and then making it too was also excellent. Students were able to take charge of their own editing of the films and worked together in small groups with success."

- Farhat Alam, English teacher, Carlton Academy.

"I really enjoyed the filming as we never get to do anything like that in school. I'd like to keep doing it now I know more about it."

- Year 8 student, Carlton Academy.

"I have seen students more comfortable with the purposes of propaganda via speeches. The session will also help students when they complete their speaking and listening component at the end of year 9. ... I also just want to say what a fantastic workshop we had with Chris Mould. The students were so engaged and ended up producing some brilliant illustrations."

- Lucy Middleton, Holy Family Catholic School.

Summer HAF Activity Sessions, Keighley

Our Creative Learning Producer identified an opportunity to add value to local summer activity programmes for three Keighley community groups in receipt of Holiday Activities and Food (HAF) programme funding. [This is a government scheme which provides funds to community organisations for the co-ordination and provision of healthy food and enriching activities to disadvantaged children during the summer and holidays. The HAF programme is open to children who are in receipt of free school meals from Reception to Year 11.]

The community groups had a need for stimulating, hands on and lively activities suitable for large, mixed aged groups. After consultation, a tailored programme was devised in which the children and young people created largescale comic strips and characters that embodied what they wanted to both protect and change about their town and the wider world.

74 disadvantaged children and young people engaged in the activities, with at least 80% Asian or Asian British. The artwork created was exhibited at the 2022 Keighley Arts and Film Festival.

“It was important that children ... enjoyed themselves, met new friends and learned new skills in a safe and nurturing environment. [They] felt comfortable and were able to share ideas and thoughts about their town and explore new ideas and experiences... They gained skills in communication, listening, using art materials and new language/words to explain their ideas.”

- Sarah Deane, Keighley Healthy Living

“The children had to work together and produced impressive displays which they were proud of. They encouraged and motivated each other and respected each other’s contributions.”

- Riasat Ali, Sangat Centre

Story Explorer Group & Digital Resource Packs

At our weekly Story Explorer sessions, led by creative facilitator Sandra Flitcroft, children aged 7-12-years work through an exciting book for their age group exploring the book’s themes and characters as they read and trying out fun ways to write their own stories and poems with creative writing games.

Sessions moved to Keighley Library in 2021 and have gone from strength to strength. As of March 2023, there are 15 regular attendees, 60% of whom are of South Asian heritage.

In 2022/23 Story Explorers activities focussed on *The Boy at the Back of the Class* by Onjali Q. Raúf and *Sky Chasers* by Emma Carroll. The activity worksheets for *The Boy at the Back of the Class* were adapted into a downloadable digital pack available for free from our website.

Inspired by the book, the group decided they wanted to write to their local MP with their concerns about issues in Keighley such as littering and speeding.

As part of our continued work in Keighley, we participated in ‘Eid on the Green’, a day of activities celebrating Eid, hosting outdoor ‘Story Explorer’ drop-in sessions for children and families.

Young Writers' Group and 10-Year Anthology Project, Ilkley and Bradford

27 Young Writers past and present contributed work as well as testimonials and personal experiences to an anthology celebrating 10 years of the group. A launch event took place as part of our series of Summer Fringe events on 25 August with live readings from seven of the contributors.

On 15 June, another seven former and current Young Writers participated in an event at Kala Sangam in Bradford alongside a similar group from Lancashire, reading their work to an audience of over 50 people.

Schools Author Events, Ilkley and Bradford

In October children's author Sharna Jackson joined us from Rotterdam. Sharna flew over to interview Malorie Blackman and deliver two activities for children and young people. A multi-school event at the King's Hall in Ilkley saw over 300 children attend a one-hour interactive event and Sharna also visited Dixons McMillan Academy in the afternoon. Here, she ran a one-hour interactive event with Year 7.

The Assistant Vice Principal said: *'The visit went really well. Please pass on our thanks again; the students were really excited about it and Sharna has autographed lots of their planners!'*

In March 2023, Francesca Simon, author of the extremely popular Horrid Henry book series, visited Bradford Grammar School to talk about her latest book, *Two Terrible Vikings*. 11 primary schools attended, bringing 500 students.

Children's and Young People's Poetry Competitions, North of England

This year's annual Children and Young People's Poetry Competitions theme was 'Looking Out'. We received 174 entries across the categories. Judge Andy Craven-Griffiths selected winners and runners-up and they were invited to read their poems at an event on 9 July at the Ilkley Manor House Courtyard. 9 out of the 12 winner & runner ups attended along with their families and friends. The award ceremony was preceded and followed by free drop-in activities for families run by creative practitioner, Marianna Matusz.

Creative Communities

Programming Partnership: Keighley Arts and Film Festival

For the second year running, we collaborated with Keighley Creative to programme events as part of the Keighley Arts & Film Festival (KAFF) which ran from 7-9 October 2022.

Our contribution to the programme was an accessible 'Walking Photography Workshop' at Cliffe Castle with local nature photographer Rich Bunce, a writing workshop with Yorkshire poet and performer Kate Fox and a spoken word afternoon curated by Brave Words director Chris Singleton featuring performances by outstanding UK spoken word artists Edalia Day and Dominic Berry, and local poetry talents Jem Henderson, Chris Cambell and Crow Rudd, plus open mic slots.

'Summer Fringe' / Summer in the Courtyard, Ilkley

Across July and August, ILF produced five 'Summer Fringe' evenings of performances featuring a total of 58 local non-professional writers, poets, performers, musicians and community groups in the Ilkley Manor House Courtyard. The final evening included a launch event for the Ilkley Young Writers Anthology and the series of evenings saw total audiences in excess of 240.

Feedback from an audience member:

"A friendly atmosphere and good audience participation... I found the poetry deeply meaningful, of a very high standard and, sometimes, highly amusing. I thought the evening was well introduced and organised and I thought people would have liked it to have lasted longer."

Feedback from performer:

"I thought it was lovely and well planned. There's something youthful about going to see a collection of performers and I could feel that in the atmosphere: a welcoming excitement."

The performance space was lovely. It felt very intimate and contained and the sun made everything feel friendly. I had a wonderful time and I hope to be back next year."

Performance at Keighley Library

We partnered again with Stute Theatre to bring a live performance of 'I Am No Bird' to audiences at Keighley Library on Thursday 12 May 2022. This new play was written by Sophia Hatfield and Lisa Cagnacci and supported by Stephen Joseph Theatre and the Brontë Parsonage Museum. It is a bold, feminist show that reinterprets the lives and works of the Brontës, finding echoes in their work relevant to women artists today. 48 people attended the free performance.

Sample audience feedback:

"Absolutely wonderful - the best live performance I've ever seen. 3 very talented actresses - I was spellbound."

"Keighley Library was the perfect setting - staff very welcoming. An added bonus was being able to speak to the cast afterwards."

"Excellent. A brilliantly written, produced and performed play. The set was cleverly designed. The music was excellent as well as the script."

"Really great to not have to travel far to see something performed. Especially when it's about where I live. I wish more things would happen so near me so I could attend and bring my friends."

Live and Online Literature Events

October Festival: 2022 Ilkley Literature Festival

ILF 2022 ran from Fri 7 October to Sunday 23 October with a programme comprising 109 ticketed events of which six were digital, 12 were live-streamed events, 83 were in-person events. Additionally, there were nine workshops and one primary school event.

10,229 tickets were sold with 17% of in-person ticketed events sold out. The impacts of external factors on ticket sales were challenging with cost-of-living increases, the ten-day national mourning period for Her Majesty Queen Elizabeth II in September, national rail strikes and Covid-19 infections continuing to affect both authors and audiences' willingness or ability to attend.

Despite this the festival programme was as varied and wide-ranging as ever with intriguing themes that wove across fiction, non-fiction and poetry events. These were 'The Things We Leave Behind', 'Hidden Figures', 'The Books That Made Us', 'Explore Moor' and 'Big Britain vs Little England'.

Highlights included interviews, talks and readings from acclaimed authors Malorie Blackman, Colm Tóibín, Roger Robinson, Jennifer Saint, Saima Mir, Kasim Ali, Cathy Rentzenbrink, Melvyn Bragg, Johny Pitts, Chibundu Onuzo, Freya Berry, Elizabeth Lowry and Sophie Haydock; poets Ian McMillan, Zaffar Kunial, Brian Bilston, Kim Moore, Amanda Dalton, Andrew McMillan, Kayo Chingonyi and Anthony Joseph; politicians and journalists Sir Chris Patten, Vince Cable, Judith Mackrell and Hannah Rose Woods, historians Irving Finkel, Tracy Borman, Joanne Paul, Nigel Ashton, Mike Pitts and Christina Riggs; literary scholar Emma Smith, barrister Leslie Thomas QC, leading authority on disaster response Lucy Easthope and disability rights campaigner Debbie North; plus household names Gabby Logan, Nihal Arthanayake, Keith Brymer Jones, Ardal O'Hanlon, Gyles Brandreth, Ruth Jones, Sabrina Ghayour and Simon Mayo. There was also a touching tribute from colleagues and friends to the life and career of the Yorkshire-born award-winning scriptwriter, director and actress Kay Mellor.

Audience satisfaction levels matched previous years, with 94% of survey respondents rating the quality of events as 'good' or 'excellent' and 93% rating the overall experience as 'good' or 'excellent'. 96% of respondents were likely to recommend the festival to family or friends, with 78% 'extremely likely'.

Sample audience feedback:

"I have been attending the festival off and on for 17 years. I thought the programme and the professionalism of the events (speakers and Festival staff) was the best I have ever experienced. Many thanks!"

"It's great that there is a broad range of subjects in the Lit Fest. For instance, I'm very interested in history, art, economics, politics, fiction and social history. But also look through the whole list to see if there is something out of the ordinary that could be interesting such as food or cooking. What makes an event / reading really good and interesting is something different that gets one thinking!"

"Good selection of speakers. Also very democratic that tickets were pretty much the same price regardless of how famous the person was. This made it affordable for everyone. Well done."

"Fantastic everything from initial booking on the phone to each talk, can't wait till next year."

"Superb organisation and excellent event with wonderful atmosphere. Perfect. Many thanks."

136 professional writers, poets and performers took part in ILF 2022. 33% of events featured writers with protected characteristics including people identifying as disabled or living with mental health conditions, e.g., severe ADHD. 53% of participating writers, poets and performers identified as female, 45% as male. 21% of participating writers were Black/Black British, Asian/Asian British, of mixed ethnicity or from other ethnic background.

A group of Ilkley Grammar School students joined our volunteer team, shadowing our front of house and technical teams at events. A team of Year 13 students also interviewed several of the attending writers and brought together the transcripts to produce a fascinating and insightful journal exploring the themes of "Humans: 'Who we are and who we were'" and "Libraries, Books, and Words".

Sample author/participant feedback:

"It was a very well attended event and I think I sold more books after my talk than at any other venue on the 30-date tour I've almost completed."

- Leo Houlding, adventurer and author of *Closer to the Edge*

"Loved my time at the festival and in Ilkley. Thanks to yourself and all involved."

- Ardal O'Hanlon, actor, comedian and author of *Brouhaha*

"What a fun weekend! I really enjoyed myself... Hope the rest of the festival runs smoothly. And GOOD LUCK for next year's 50th anniversary! It's a really special event – long may it continue."

- Dennis Duncan, translator, lecturer and author of *Index, A History Of*

"I can't tell you how much I enjoyed returning to Ilkley. It is one of my favourite festivals - and places - and it was an absolute joy from start to finish. My daughter and I are big fans of the Wheatley Arms too! Huge congratulations on making the festival such a success, despite all the challenges you faced."

- Tracy Borman, Chief Curator of Historic Royal Places and author of *Crown & Sceptre*

"It was such a pleasure to visit Ilkley on a glorious autumn day for my author event - congratulations to your team for such a smoothly running event, with great organization and a really engaged audience. I also enjoyed talking to the sixth form students from the grammar school - young people like that give me hope for the future."

- Christina Riggs, historian and author of *Treasured: How Tutankhamun Shaped a Century*

Settee Seminars Podcast

Seasons 5 of our podcast series Settee Seminars - bite-sized talks by leading experts on an eclectic range of subjects across the arts, humanities, and sciences - was released in June 2022. For the first time the series had an overarching theme: climate and the environment.

Episodes included Kylie Harris on the links between rewilding and mental health; Viktoria Spaiser and Nicole Nisbett on stabilising Earth's climate; and Catherine Seal, Tom Williams and Jenny Armstrong on the work they do as part of iCasp (Yorkshire Integrated Catchment Solutions Programme) at the University of Leeds.

Organisational Development

Arts Council England National Portfolio Funding 2023-26

In November 2022, we were delighted to receive an offer from Arts Council England of National Portfolio Funding for the period 2023-26, retaining standstill funding of £139,953 per annum.

Our application was judged to be 'a strong plan. It is clear, well thought out and very much aligned with ACE Investment Principles.'

Box Office: New Ticketing & CRM System

This year we migrated our box office CRM services to a new supplier, Ticketsolve. This change made ticket booking easier and more efficient for both staff and customers. All box office staff were trained to use this new system at ILF 2022 venues, making ticket selling on the door more efficient, professional and secure for customers.

Migrating customer data and integrating a new ticketing system with an existing website is a major project. Immense credit must be paid to Communications & Digital Manager Jessica Redhead for her management of the process across several months, ensuring the move was incredibly smooth for all parties. Ticketsolve also deserve credit for providing exemplary levels of service and support throughout.

Internship Placements

We were supported this year with an internship placement funded via a University of Leeds student work placement initiative. The value of this support totalled £1,103 and provided additional staff resource through the appointment of two recent graduates to the short-term roles of Digital Content Intern and Festival Assistant.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The governing document of the charity is the Memorandum and Articles of Association establishing the company as a company limited by guarantee under company legislation.

The charity's name was changed from Ilkley Literature Festival Limited by special resolution by unanimous written consent of the trustees on 1 April 2023.

The original Memorandum and Articles were dated 12 July 1972. The charity adopted new Articles of Association on 31 July 2013.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 501801.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

Our Trustees

The Board of Trustees, which must number between 3 and 15 members, administers the charity. The trustees are all individuals and offer their services on a voluntary basis.

The Board of Trustees meets at least four times a year with extra meetings held when necessary. The Board elects a Chair, Vice-Chair, Trustee with Special Responsibility for Finance and Secretary from among the trustees. The Board of Trustees may constitute committees for specific purposes from time to time, and has constituted a standing Finance Committee, which includes the Chair and Trustee with Special Responsibility for Finance, to deal with detailed financial matters, and a standing HR Committee, which includes the Vice-Chair and deals with staffing and recruitment policies and procedures. The Finance Committee meets before each board meeting, while the HR Committee meets periodically when required.

The present Board of Trustees incorporates a wide and diverse range of experience, expertise and skills necessary to effectively lead and manage the charity with trustees having a broad knowledge and skills base including: arts and cultural sector; law; financial strategy and risk management; and teaching and higher education.

Our policy is to ensure that the Board of Trustees is representative of the diversity of West Yorkshire and the wider population of the UK and that the composition of the Board appropriately reflects the scope of our operations, and the needs of our communities, audiences and stakeholders.

We aim to increase our pool of potential trustees to ensure that we deliver on this commitment and address any skills and expertise gaps that may emerge as a result of retirements/resignations from the Board. We openly communicate opportunities for Board involvement and trustee recruitment and have a clear procedure for recruiting and selecting potential new trustees.

Trustee Induction and Training

Potential trustees are invited to attend a board meeting as an observer prior to being invited to become a trustee. New trustees meet with the Chair of the Board and receive a comprehensive induction pack that includes details of their legal obligations and duties. They are also provided with appropriate induction and training, including briefing sessions by the Senior Management Team. The Board of Trustees holds annual away days to address training needs and the charity's strategic aims.

Organisational Structure

The Trustees are responsible for the strategic direction, leadership, management and policy of the charity. The Trustees are supported in their work by the Director, who in turn manages a small staff team of between 4-6 employees including a Partnerships & Operations Director. The Director works to agreed levels of delegated authority reporting to the Board of Trustees. The Director and Partnerships & Operations Director form the executive Senior Management Team.

We continually monitor the organisation's structure and staffing to ensure that we have the right resources, skills and expertise to deliver our charitable objects.

Pay and Remuneration of the Charity's Key Management Personnel

The pay and remuneration of key management personnel is agreed by the Board of Trustees during the annual budgeting process. Pay is benchmarked against similar jobs in the arts and charitable sectors regionally.

Wider networks

ILF works closely with several key strategic partners including: The University of Leeds Cultural Institute, Bradford Metropolitan District Council and Bradford 2025, as well as publisher Peepal Tree Press and SI Leeds International with whom ILF partners on the awarding of a biennial literary prize for new writing by Black and Asian women. ILF is a member of the British Arts Festival Association (BAFA).

Relationships between the charity and related parties

The charity has a close relationship with Arts Council England and is currently part of its National Portfolio of funded organisations. The organisation nominates an observer to the Board of Trustees and provides funding to enable the charity to carry out its charitable objectives. The charity received revenue core funding grants amounting to £139,953 (2021-22: £139,953) from Arts Council England Yorkshire during the year.

Relationships with other groups, charities and individuals

Valuable partnerships this year included Keighley Creative, Bradford Libraries, Bradford Museums, Bradford Parks and Landscapes team, the Ilkley Cultural Co-operative and The Walter Swan Trust.

FINANCIAL REVIEW

The company showed a net deficit on operations for the year of £5,608, comprising a deficit of £2,503 on unrestricted funds, and of £3,105 on restricted funds.

Although an overall deficit has arisen, this is a better result than anticipated in the annual budget (budgeted deficit of £6,735). Throughout the year, the company has managed its financial position carefully, reducing activities where funding was insufficient, and controlling tightly the costs arising on events that did take place.

Principal Funding Sources

During the year, the company's principal sources of income were grants from Arts Council England and Bradford Metropolitan District Council, sponsorship and subscriptions, and earned income from ticket sales.

Grants from public bodies – DCMS/Arts Council England, Bradford Metropolitan District Council, and the University of Leeds totalled £173,703 (2021/22: £205,096), representing 53% of total income (2021/22: 70%). Prior to the Covid-19 pandemic, public grant funding amounted to 35% of total income in 2019/20.

In the financial year ended 31 March 2023, events income from ticket sales to live literature events and other associated income was £116,599 (2021/22: £50,753), a significant improvement from the previous year, but still lower than pre-pandemic levels of £192,262 in 2019/20.

Reserves Policy

The Trustees' policy is that the charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the charity to raise funding and commit expenditure to its objectives.

The Trustees have carefully considered the financial obligations of the charity and have determined a reserves policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the charity's aims. The policy is reviewed on an annual basis with the most recent review undertaken on 1 March 2023.

The lower level of reserves is now set at £35,000, representing approximately three months' worth of contracted costs.

The upper level is set at £65,000 representing the projected unrestricted funds that the charity requires, based on a review of the budget for the forthcoming year and the risks associated with the delivery of that budget.

Unrestricted reserves, excluding fixed assets, at 31 March 2023 were £61,693 (31 March 2022: £62,020). This is within the target range. The Trustees acknowledge the ongoing risks regarding ticket sale income due to changes in audience behaviours and the prudence of maintaining reserves at the upper end of the target range.

Risk Management

The Trustees are responsible for the charity's risk strategy and appetite and employ a formal risk management process. This includes:

- an annual review of the principal risks and uncertainties that the charity faces;

- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

In addition, the Finance Sub-Committee has been granted devolved responsibility to lead on the development and oversight of risk management strategies and procedures as a standing agenda item at its quarterly meetings.

Operational risks are managed by ensuring robust policies and procedures are in place, and by appropriate training for staff and volunteers working in all relevant areas.

Risks and uncertainties facing the charity

We reported last year that the current period of Arts Council England (ACE) National Portfolio Funding would end in March 2023. The Trustees are pleased to report that ACE are continuing to invest in the charity as one of their National Portfolio organisations, which will allow us to continue our work as a literature development agency supporting communities and individuals.

While the charity is looking forward to celebrating 50 years of the Ilkley Literature Festival in 2023, we remain mindful of a reluctance among audiences to return to in-person events at the same levels as before the pandemic. This position is exacerbated by inflationary pressures in the economy which persist stubbornly. We hope to continue the upward trend in ticket sales seen in 2022 into this milestone year.

PLANS FOR FUTURE PERIODS

2023 will be a transformative one for our charity as we will formalise our evolution into a year-round literature development agency under a new umbrella, Word Up North Ltd. The name of the limited company and charity was changed on 11 April 2023 to reflect this shift in emphasis for our work and ambitions.

New funding streams will be sought to support this step change and the further development of our work for children and young people, new and emerging writers, and underserved communities within the Bradford District and beyond.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the Trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Adhere to agreed procedures for managing conflicts of interest;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

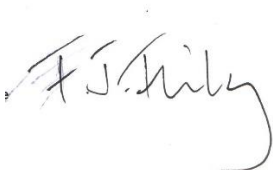
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 31 March 2023 have been subject to Independent Review and approved by a fully qualified Independent Examiner.

This report was approved by the Board of Trustees on 20 September 2023.



Professor Frank Finlay

**Chair of the Board, Director and Trustee
Word Up North Limited**

Independent examiner's report to the trustees of Word Up North Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023 which are set out on pages 23 to 31.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of Body which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Signed:

Name: Alan Dodd FCCA

Relevant professional qualification or body: FCCA

Date: 29/9/2023

West Yorkshire Community Accountancy Service CIO
Stringer House, 34 Lupton Street
Leeds
LS10 2QW

Word Up North Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	166,630	15,453	182,083	221,703
Contributed income		22,721	-	22,721	16,508
Events income		116,599	-	116,599	50,753
Young People income		3,308	-	3,308	3,107
New writing and talent development		545	-	545	1,743
Community Engagement		424	-	424	
Other income		3,675	-	3,675	850
Total income		<u>313,902</u>	<u>15,453</u>	<u>329,355</u>	<u>294,664</u>
Expenditure on:					
Salaries, NIC and pension	(3)	126,002	1,103	127,105	128,479
Freelance staff and other staff costs		9,509	9,750	19,259	10,861
Event costs		114,150	-	114,150	55,431
Box office costs		9,615	-	9,615	9,339
Young People costs		9,390	-	9,390	23,303
New writing and talent development		9,443	600	10,043	14,436
Community costs		5,249	7,105	12,354	7,150
Contributed income costs		529	-	529	1,538
Marketing costs		3,434	-	3,434	3,412
Premises costs		13,996	-	13,996	12,841
Administrative expenses		8,478	-	8,478	8,081
Fees and subscriptions		4,434	-	4,434	6,212
Depreciation		2,176	-	2,176	2,202
Total expenditure		<u>316,405</u>	<u>18,558</u>	<u>334,963</u>	<u>283,285</u>
Net income / (expenditure)		(2,503)	(3,105)	(5,608)	11,379
Transfers between funds			-	-	-
Net movement in funds		<u>(2,503)</u>	<u>(3,105)</u>	<u>(5,608)</u>	<u>11,379</u>
Fund balances brought forward		<u>65,100</u>	<u>5,000</u>	<u>70,100</u>	<u>58,721</u>
Fund balances carried forward	(4)	<u>62,597</u>	<u>1,895</u>	<u>64,492</u>	<u>70,100</u>

All incoming resources and resources expended derive from continuing activities.

Word Up North Limited
Balance Sheet
as at 31 March 2023

	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Fixed assets					
Tangible assets	(5)	904	-	904	3,080
Total fixed assets		<u>904</u>	<u>-</u>	<u>904</u>	<u>3,080</u>
Current assets					
Debtors and prepayments	(6)	13,984	-	13,984	11,081
Cash at bank and in hand	(7)	62,301	1,895	64,196	75,239
Total current assets		<u>76,285</u>	<u>1,895</u>	<u>78,180</u>	<u>86,320</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	14,592	-	14,592	19,300
Total current liabilities		<u>14,592</u>	<u>-</u>	<u>14,592</u>	<u>19,300</u>
Net current assets / (liabilities)		<u>61,693</u>	<u>1,895</u>	<u>63,588</u>	<u>67,020</u>
Net assets		<u>62,597</u>	<u>1,895</u>	<u>64,492</u>	<u>70,100</u>
Funds					
Unrestricted funds		62,597	-	62,597	65,100
Restricted funds		-	1,895	1,895	5,000
Total funds		<u>62,597</u>	<u>1,895</u>	<u>64,492</u>	<u>70,100</u>

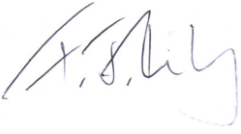
For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the Board of Trustees on:

Date: 20 September 2023

Signed: 

Name of signatory: Professor Frank Finlay

Word Up North Limited

Notes to the accounts for the year ended 31 March 2023

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from corporation tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Word Up North Limited

Notes to the accounts for the year ended 31 March 2023

1. Accounting policies (continued)

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight-line basis over their expected useful economic lives as follows:

Project and office equipment: over 4 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2023

2. Grants and Donations

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arts Council England	139,953	-	139,953	139,953
City of Bradford Metropolitan District Council	15,000	-	15,000	10,500
BMDC – Creative Learning	-	11,600	11,600	-
BMDC - Communities	-	2,150	2,150	-
Arts Council England - Cultural Recovery Fund	-	-	-	27,000
Arts Council England - Cultural Recovery Fund	-	-	-	27,000
HMRC Job Retention Scheme	-	-	-	643
Liz and Terry Bramhall Trust	-	-	-	5,000
BMDC LIT	-	-	-	3,750
Walter Swan Trust	-	600	600	600
University of Leeds	3,897	1,103	5,000	4,381
Small donations	2,410	-	2,410	2,776
Gift Aid	5,370	-	5,370	-
Donations in kind	-	-	-	100
	<u>166,630</u>	<u>15,453</u>	<u>182,083</u>	<u>221,703</u>

3. Staff costs and numbers

	2023	2022
	£	£
Gross salaries	125,345	121,379
Social security costs	6,968	6,310
Pensions	2,822	2,558
	<u>135,135</u>	<u>130,247</u>

	2023	2022
	£	£
Included in the SoFA as follows:		
Salaries, NIC and pension	127,105	128,479
Event costs	2,218	566
Box office costs	5,222	275
Young People costs	680	927
	<u>135,135</u>	<u>130,247</u>

The average number of employees during the year was 6.1, being an average of 4.4 full time equivalent (2022: 5.7, 4.7 FTE).

Freelance and other staff costs	<u>19,259</u>	<u>10,861</u>
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Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2023

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	2,822	2,558

4. Restricted funds	Balance	Incoming	Outgoing	Transfers	Balance c/f
	b/f				
	£	£	£	£	£
BMDC Restart– Creative Learning	-	11,600	(9,705)	-	1,895
BMDC - Communities	-	2,150	(2,150)	-	-
Liz and Terry Bramhall Trust	5,000	-	(5,000)	-	-
Walter Swan Trust	-	600	(600)	-	-
University of Leeds	-	1,103	(1,103)	-	-
	<u>5,000</u>	<u>15,453</u>	<u>(18,558)</u>	<u>-</u>	<u>1,895</u>

Fund name	Purpose of restriction
BMDC Restart – Creative Learning	For development of year-round programme for children and young people
BMDC – Communities (Keighley Central)	Grant funding to support the Creative Learning Officer position
Liz and Terry Bramhall Trust	Grant funding to support the Creative Learning Officer position
Walter Swan Trust	Poetry Competition prize money
University of Leeds	Partnership agreement to support interns and some events

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2023

5. Tangible assets

	Office Equipment	Furniture and Fixtures	Total £
<u>Cost</u>			
At 1 April 2022	24,307	11,694	36,001
Additions	-	-	-
At 31 March 2023	<u>24,307</u>	<u>11,694</u>	<u>36,001</u>
<u>Depreciation</u>			
At 1 April 2022	21,400	11,521	32,921
Charge for year	<u>2,053</u>	<u>123</u>	<u>2,176</u>
At 31 March 2023	<u>23,453</u>	<u>11,644</u>	<u>35,097</u>
<u>Net book value</u>			
At 31 March 2023	<u>854</u>	<u>50</u>	<u>904</u>
At 31 March 2022	<u>2,907</u>	<u>173</u>	<u>3,080</u>

6. Debtors and prepayments

	2023 £	2022 £
Debtors	251	350
Prepayments	<u>13,733</u>	<u>10,731</u>
	<u>13,984</u>	<u>11,081</u>

7. Cash at bank and in hand

	2023 £	2022 £
Current account	63,870	74,951
Savings account	126	125
Cash in hand	<u>200</u>	<u>163</u>
	<u>64,196</u>	<u>75,239</u>

8. Creditors and accruals

	2023 £	2022 £
Accruals	11,913	16,052
PAYE, NI	2,679	2,637
Other creditors	<u>-</u>	<u>611</u>
	<u>14,592</u>	<u>19,300</u>

Word Up North Limited
Notes to the accounts continued
for the year ended 31 March 2023

9. Related Party Transactions

Trustee expenses

Trustees received reimbursement of expenses incurred in carrying out their duties during this year of £0 (2022: £13).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Key management personnel

The key management personnel of the charity comprises the Director and Partnerships & Operations Director. The total employee benefits of the key management personnel of the charity were £73,071 (2022: £68,876).

Ilkley Literature Festival Limited (13943739) is a dormant company with Directors who are also Directors of Word Up North Limited.

10. Independent Examiner

	2023	2022
	£	£
Independent Examiners Fee	1,575	1,500

11. Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment expires:

	2023	2022
	£	£
Within one year	5,856	12,017
In the second to fifth years inclusive	509	7,078
Over five years from the balance sheet date	-	-
	<u>6,365</u>	<u>19,095</u>

Word Up North Ltd

**Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2023**

	2023	2022	2023	2022	2023	2022
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	166,630	153,229	15,453	68,474	182,083	221,703
Contributed Income	22,721	16,508	-	-	22,721	16,508
Events income	116,599	50,753	-	-	116,599	50,753
Young People income	3,308	3,107	-	-	3,308	3,107
New writing and talent development	545	1,743	-	-	545	1,743
Community income	424	-	-	-	424	-
Other income	3,675	850	-	-	3,675	850
Total income	313,902	226,190	15,453	68,474	329,355	294,664
Expenditure						
Salaries and NI	126,002	104,960	1,103	23,519	127,105	128,479
Freelance staff and other staff costs	9,509	7,031	9,750	3,830	19,259	10,861
Event costs	114,150	42,697	-	12,734	114,150	55,431
Box office costs	9,615	9,339	-	-	9,615	9,339
Young people costs	9,390	16,428	-	6,875	9,390	23,303
New writing and talent development costs	9,443	10,086	600	4,350	10,043	14,436
Community costs	5,249	4,650	7,105	2,500	12,354	7,150
Contributed income costs	529	1,538	-	-	529	1,538
Marketing costs	3,434	632	-	2,780	3,434	3,412
Premises costs	13,996	12,790	-	51	13,996	12,841
Administrative expenses	8,478	8,081	-	-	8,478	8,081
Fees and subscriptions	4,434	6,212	-	-	4,434	6,212
Depreciation	2,176	2,202	-	-	2,176	2,202
Total expenditure	316,405	226,646	18,558	56,639	334,964	283,285
Net gains/(losses) on investments	-	-	-	-	-	-
Net income / (expenditure)	(2,503)	(456)	(3,105)	11,835	(5,608)	11,379
Transfers between funds		6,835		(6,835)		
Net movement in funds	(2,503)	6,379	(3,105)	5,000	(5,608)	11,379
Fund balances brought forward	65,100	58,721	5,000	-	70,100	58,721
Fund balances carried forward	62,597	65,100	1,895	5,000	64,693	70,100

Word Up North Limited

England & Wales - Charity number 501801

Accounts

Ilkley Literature Festival Limited

Charity number 501801

A company limited by guarantee number 01061343

Annual Report and Financial Statements

for the year ended 31 March 2022

Ilkley Literature Festival Limited

Annual Report and Financial Statements

For the year ended 31 March 2022

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Ilkley Literature Festival Limited

Trustees' report for the year ended 31 March 2022

REFERENCE AND ADMINISTRATIVE DETAILS

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Catherine Baxandall		
Dr Fozia Bora		resigned 21 July 2022
Dr Rachel Bower		
John Dignum	Special Responsibility for Finance (from 30 April 2021)	appointed 30 April 2021
Anita Ganeri		appointed 11 May 2022
Matthew Gaunt	Special Responsibility for Finance (to 30 April 2021)	resigned 24 June 2021
Professor Gregory Radick		
Ellen Thorpe	Vice Chair	
Nigel Walsh	Chair	
Mary Margaret Katherine Wright (Kitty Wright)		
Julie Yau		

Company secretary Catherine Baxandall

Charity number 501801 Registered in England and Wales

Company number 01061343 Registered in England and Wales

Registered and principal address

9 The Grove
Ilkley
West Yorkshire
LS29 9LW

Bankers

HSBC
1 Wells Road
Ilkley
LS29 9JB

Independent examiner

Alan Dodd FCCA
West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 12 July 1972. It is governed by a Memorandum and Articles of Association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. The trustees of the charity are also the directors for the purposes of company law.

Ilkley Literature Festival Limited

Trustees' report (continued) for the year ended 31 March 2022

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The Trustees are pleased to present their annual report together with the charity's financial statements for year ending 31st March 2022: these are also prepared to meet the Companies Act requirements for a directors' report and accounts.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purpose and Aims

Our charitable purposes as set out in the objects contained in the Memorandum and Articles of Association are:

To foster and promote the maintenance, improvement and development of artistic taste and knowledge and the understanding and appreciation of literature and the other arts amongst the general public.

The strategic aims of our charity are to provide access to cultural experiences and creative activities that open minds, inspire curiosity, increase empathy and improve communication. We do this by:

- Encouraging and inspiring enthusiasm for books, words, reading and writing by providing opportunities for all readers – avid and reluctant – to meet, hear, and learn from the finest contemporary writers, poets and performers.
- Actively supporting professional and emerging writers, providing platforms on which to present their work, advance their professional development and reach new audiences.
- Delivering accessible, inspiring and relevant artistic, cultural and educational experiences to our local communities.
- Stimulating children and young people's creativity by encouraging a love of words and stories, and providing opportunities for them to discover, learn, create and share diverse experiences through writing and reading.
- Taking advantage of our geographic location to act as a cultural bridge between artists and audiences living in Yorkshire's urban cities and those living in its rural towns and villages.

Main Activities

We deliver our purpose through four main areas of activities: New Writing and Talent Development; Live Literature Events; Creative Communities; and Children and Young People.

Statement of the impact of Covid-19 Pandemic on activities during 2021/22

The impact of Covid-19 on Ilkley Literature Festival (ILF) during 2021/22 continued to be significant. Pre-pandemic, 46% of our overall annual income was generated from ticket sales and other income directly associated with our major live literature activity, the two-week October festival. The impact on audience confidence of a continued high risk of Covid-19 infection, even after the lifting of legal restrictions on live events resulted in a major reduction ticket sales income for a second year.

As an organisation we were eligible for funding from the DCMS Culture Recovery Fund and we were very grateful to have been granted emergency relief totalling £54,000 which has been critical to Ilkley Literature Festival's ability to continue as a going concern.

In the face of the ongoing challenges brought by Covid-19 during 2021/22, ILF again proved itself to be agile, resilient, and creative.

Activities delivered during 2021/22 included:

- ***New Writing and Talent Development***
 - Poets in Residence commissions by Ian Duhig and Rheima Robinson
 - New Northern Poets development course led by Kim Moore
 - Six micro commissions by new and emerging northern writers
 - Key delivery partner of the SI Leeds Literary Prize for unpublished novels by Black and Asian women and host of digital 'Behind The Prize' event
 - Management of the 2021 Walter Swan Poetry Prize and production of the online winner's announcement event.
 - Creative Writing and Professional Development Workshops
 - Free mentoring sessions for writers from backgrounds currently underrepresented within the cultural sector.

- ***Children & Young People***
 - Piloting highly tailored creative writing development sessions in three Keighley area secondary schools
 - Celebrating 10-Years of ILF Young Writers with an anthology of current and former members' work
 - Producing two children and family Story Explorer Festival days of author events, storytelling sessions and drop-in creative activities in Ilkley and Keighley
 - Re-establishing weekly Story Explorer group sessions in a new home at Keighley Library and producing a second free downloadable Story Explorer activity pack for families.
 - Annual poetry competitions for Children and Young People including an outdoor award presentation ceremony for the winners and their families.

- ***Creative Communities***
 - Six evenings of Summer ‘Fringe’ events, providing opportunities for local non-professional writers, creatives and community groups to perform their work to audiences.
 - Working with Keighley Creative to co-curate and deliver three events in the 2021 Keighley Arts and Film Festival programme.
 - Forging a strong partnership with Keighley Creative and Keighley Arts and Film Festival resulting in a commitment to co-curate events as part of our 2021 festival programmes.
 - Reimagining Simon Armitage’s Stanza Stone poems as outdoor light projections in a commission for the district-wide ‘Bradford is LiT’ weekend in November 2021.

- ***Live Literature Events Programme***
 - Delivery of ILF’s first hybrid October festival programme comprising 110 writers taking part across 31 in-person events, 19 live-streamed events, 19 pre-recorded digital events and 6 writing workshops.
 - Production of two seasons of ‘Settee Seminars’ podcast featuring talks on an eclectic mix of subjects from leading experts and academics.
 - Two popular standalone online events attracting international audiences.

Public benefit

In shaping our objectives and planning our activities for the year, the Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity, including the guidance on public benefit and fee charging.

In setting the level of fees, charges and concessions, the Trustees give careful consideration to the accessibility of events and participatory activities for those on low incomes, offering concessions for children and young people under 25, students, and people in receipt of disability and unemployment benefits or support. Established community groups and schools are eligible for group concessions with free places for group leaders.

ILF also stages free-to-access and pay-what-you-decide events, including a community fringe festival featuring local writers and performers, weekly Story Explorer sessions for 7-12-year-olds in Keighley and drop-in family activities at events throughout the year.

In 2021/22, free fully funded places were made available across a range of writing development initiatives, aimed specifically at emerging northern writers from backgrounds currently underrepresented in the cultural sector.

Contribution made by volunteers

The ongoing effects of the pandemic saw a reduction in the number of people within our volunteer pool of 111 who were able to support our activities. Despite this, 37 volunteers supported the running of our Live Literature events programme in Autumn 2021, contributing a combined total of 315 hours. All our volunteers were consulted at regular intervals throughout the year as we considered ways in which to return to live events while facilitating social distancing measures. Many of those who were unable to volunteer in 2021 have expressed a desire to return to duties in 2022.

ACHIEVEMENTS AND PERFORMANCE

New Writing and Talent Development

2021 Poets-in-Residence Commissions

Poet in Residence Ian Duhig premiered his commission, *Rosa Alba, Rosa Mundi* ('Yorkshire Rose, Rose of the World'), on Saturday 2 October 2021 at All Saints' Church, Ilkley. The performance of poetry, prose and song explored the motif of the rose – an image of loveliness and enfolding complexity. Duhig was joined by Satnam Galsian, a classically trained musician and singer of Punjabi heritage whose fusions of Eastern and Western styles and folk traditions are central to Duhig's musical consideration of the 2021 festival themes of identity, unreliable narratives and lies. The performance was also live streamed for people to watch at home.

Feedback from Ian Duhig:

On a personal level, I was thrilled to be able to dream up a commission without then having to wonder where I would find the money to mount it. Satnam and I are going to do this again, so it is yet another thing you got going which continues to have beneficial effects.

... I'd relish the opportunity to work with you again as [the ILF Team] offered all the support I needed in such a patient way I can honestly say this residency has been the best such project I have been involved in by a country mile and I am 183 years old, so I've done a few.

*Please pass on my thanks to everybody but I'm particularly grateful to you, of course, for inviting me to be Poet in Residence in the first place. It has been one of the high points of my artistic life, if you'll forgive the expression, and formed the perfect ground for launching my *New and Selected Poems*, which really is a document of my whole writing life. I will always be grateful to you and Ilkley for that.*

Apprentice Poet-in-Residence Rheima Robinson premiered her new commission at the ILF 2021 University of Leeds Poetry Centre Showcase on Friday 8 October at All Saints' Church. The poem was inspired by conversations with her grandmother and a direct response to Linton Kwesi Johnson's poem 'New Cross Massacre' about the New Cross House Fire in 1981.

New Northern Poets Development Workshops

We received 29 applications for the role of ILF 2021 Apprentice Poet in Residence including several submissions demonstrating highly promising poetry talent.

In response, we engaged former ILF Poet in Residence and current director of the Kendal Poetry Festival, Kim Moore, to run a six-week emerging poet development course for six applicants.

The course ran as a series of weekly online workshops during July-August 2021. Places on the course were fully funded by ILF to remove any financial barriers to the writers' attendance. Following the course participants took part in an online showcase reading poems that emerged during the sessions.

Testimonials from participating poets:

Rebecca Green: *I am grateful to have been given such an opportunity as it has given me confidence that I am worth investing in as a poet of the future and the work we've read within the workshop, the work we've each produced, has been inspiring.*

Claire Lynn: *It was wonderful to work with such a varied group of talented poets. Kim introduced us to the work of some wonderful writers and the resulting workshops were both stimulating and inspiring.*

Micro Commissions

Six brand-new micro-commissions, presented in a range of artforms, including poetry, short fiction, spoken word and short films were published on the ILF website on Friday 1 October. The micro-commissions were responses to the 2021 festival theme of 'Unreliable Narratives'. Explored within these commissions were the innocent lies of a child, the fake world of social media, what version of history young people are taught, and how different perspectives can affect someone's reputation. The six commissioned new or emerging north of England-based writers and artists were Morgan Sproxtton, Mymona Bibi, Naomi Frisby, Richard Ely, Sammy Wright and Sarah Rumfitt.

SI Leeds Literary Prize: 'Behind The Prize' Event

ILF worked with Prize Director Fiona Goh and fellow key partners, Peepal Tree Press and SI Leeds, to promote the role of the biennial SI Leeds Literary Prize during its 'off' year. Former Head Judges of the SI Leeds Literary Prize, Kadija George Sesay, Margaret Busby and Kerry Young took part in a digital event providing insight into the role of judges in literary awards. The aim was to demystify the process and reveal what literary prize judges are looking for in unpublished fiction. The event was broadcast as part of the ILF 2021 Digital Weekend in October.

2021 Walter Swan Poetry Prize

The annual poetry prize was open for entries, responding to the theme 'The Return', from April to July 2021. A total of 165 entries were received. The main prize was judged by Poet in Residence Ian Duhig and the 18-25 sub-category by Apprentice Poet in Residence Rheima Robinson.

The worthy winners were announced in a digital event featuring both judges and Niccola Swan, representing Prize partners The Walter Swan Trust. The event included readings from all six placed poets.

Creative Writing and Professional Development Workshops

Our Autumn programme included x 5 writing workshops covering aspects of narrative fiction, poetry and professional practice for writers. Workshops leaders were our Poets in Residence, novelists Neema Shah and Jenn Ashworth, and Professor John Whale of the University of Leeds Poetry Centre. 56 participants took part in the workshops which were split between in person and online delivery.

Mentoring Sessions with Tanya Shadrick

Selkie Press founder Tanya Shadrick, a rural working-class writer who was first published after turning forty, provided six free one-to-one mentoring sessions to those wishing to build their creative confidence. The sessions were for emerging writers based in the North of England, particularly those from backgrounds currently underrepresented within the cultural sector.

Mentee feedback: As someone who has struggled with confidence publicly, Tanya really seemed interested in my writing and that has meant everything to me. She encouraged me to write in a different format to those I had envisaged for myself prior to our talk and that has been something of a creative epiphany. Without her wisdom and experience, I doubt that I would have made the leap of faith.

Children & Young People

Schools Programme: Secondary Schools Pilot Project

In autumn 2021, thanks to grant funding from the DCMS Culture Recovery Fund, we were able to restart our in-school activity with a pilot project involving secondary schools in the Keighley area. Taking a highly consultative approach, our freelance Creative Learning Project Manager consulted with teachers about priorities and aims for their students, then developed a programme of sessions tailored to the specific needs of each group.

The sessions employed a mix of spoken word performance and narrative development techniques and were led by experienced poets and spoken word performers from diverse backgrounds. In total, 99 students participated in the pilot. 41 were pupil premium/looked after students and 13 had Special Educational Needs. 51% were Asian/Asian British, Black/Black British or of mixed ethnicity.

Feedback from Teacher 1: *“They have inspired more students to independently write short stories and poems. In creative writing lessons, we have seen that those who took part are using some of the methods that they used in these sessions.”*

Feedback from Teacher 2: *“The students have shared their writing with the rest of Year 7 and were able to stand up in front of them all - which is something that they would not have been able to do before. Some of the students are now interested in taking part in First story in January which is super!”*

Young Writers’ Group and 10-Year Anthology Project

After almost 18 months of online only activity, our fortnightly Young Writers Group for 12- to 18-year-olds returned to in-person sessions from 20 September 2021.

While only able to meet virtually, 28 current and former Young Writers came together with Creative Leaders, Michelle Scally Clarke, Becky Cherriman and Sai Murray to create, edit and produce an anthology celebrating ten years of Young Writers’ Groups.

The result was *Words Hanging Off Trees*, over 100 pages of poetry and prose covering topics as varied as identity, love, fear, conflict and ancient myth.

To boost awareness of the anthology and the success of the decade long creative writing programme for young people, we engaged a talented young film-maker Gage Oxley to create showcase films featuring testimonials and reading from ten of the contributors and group leaders. Both the anthology itself and the films can be viewed on the ILF website.

Michelle Scally Clarke, Creative Leader from 2011-2021: *"This Anthology is a celebration and testimony, a voice, of Bradford and Ilkley's young writers. This beautiful collection of poetry and prose leaves you inspired."*

Frankie Wills, a Young Writer from 2015-19, currently completing a BA in English at Nottingham University: *"Young Writers provided me with a safe space to develop both as a writer and as a person. I know that I would not have half the confidence I have today if I had not decided to go to that first taster session. I will always be grateful for the wonderful memories."*

Story Explorer Festival Days

Our children's festival returned for the first time since the start of the pandemic in a new format and in new locations. Two 'Story Explorer Days' took place over Saturday 26 and Sunday 27 March. Nine events took place in Ilkley in the heritage quarter and eight events took place in Keighley at Keighley Creative Space. The events attracted a combined audience of 515.

Participating children's authors included Anna James, Onjali Q. Raúf, Jim Whalley, Mark Powers, Elen Caldecott and Serena Patel. Other creative events included: Story Bees sessions, a Story Explorer group, poetry sessions with Sandra Flitcroft, writing activities with Marianne Matsusz, and a book trail with artwork by Kris Bromley and 15 local businesses participating.

We were supported by Bradford 2025 to work to remove barriers that prevent people from attending cultural events; this support included free tickets, assistance with transport costs and BSL interpreters on site.

Feedback was very positive, with praise for venues, staff and authors:

"Came with grandchildren to the literary/Story day. The Art Centre/Manor House activities were fantastic - great resources, ideas and enthusiasm from the storytellers and artists. More please."

"Lovely to be back enjoying fantastic talks from amazing authors! We saw Anna James and my 11 year old daughter and I LOVED her! She was so engaging and pitched her talk perfectly for her audience. Absolutely superb. Thanks for a fabulous event!"

"Excellent organisation and enthusiasm from all adults that led the sessions."

Story Explorer Group

After a two-year long hiatus caused by the Covid 19 pandemic, weekly Saturday morning 'Story Explorer' Group sessions were restarted at a new location, Keighley Library, on February 2022. Led

by creative facilitator Sandra Flitcroft, children work through an exciting book for their age group exploring the book's themes and characters as they read and try out fun ways to write their own stories and poems with creative writing games.

In the six sessions delivered up to the end of the financial year, membership of the group grew from 5 to 14 regular attendees, 70% of whom are of South Asian heritage.

Story Explorer Activity Packs

A new 'Story Explorer' free downloadable activity resource pack for children aged 7-12 years was published online in June 2021. Creative Practitioner Sandra Flitcroft designed 10 x sessions of creative reading and writing resources based on Pages & Co: Tilly and the Bookwanderers by Anna James. There were 86 downloads of the resources between publication and the end of the financial year 2021/22.

Children's and Young People's Poetry Competitions

An outdoor award ceremony was held in the Manor House Courtyard on Saturday 10 July for the winners of the 2021 poetry prizes and their families. 141 entries were received in total, with the poems inspired by the theme of nature and the natural world. Turnout for the award event was very good with a busy audience of 45 children and adults. The event was hosted by prize judge Andy Craven-Griffiths with all 1st, 2nd and 3rd prize winners reading their winning poems to a supportive and appreciative crowd.

Creative Communities

'Summer Fringe' / Summer in the Courtyard

Between 22 July and 26 August, ILF produced five 'Summer Fringe' evenings of performances featuring a total of 31 local writers, poets, performers, musicians and community groups in the Ilkley Manor House Courtyard. These events formed part of a wider programme of free performances and events presented by groups and organisations involved in the Ilkley Cultural Co-operative. The performers were co-ordinated for ILF by producing partners Playful Being. The evening drew a total audience of 221 and marked ILF's first return to running live events since March 2020.

In addition, an afternoon 'Summer Fringe' showcase featuring seven performers took place on the terrace of Abbeyfield Care Home in Ilkley for a mix of 45 residents and members of the public.

Programming Partnership: Keighley Arts and Film Festival

In a new creative collaboration, the 2021 Keighley Arts and Film Festival, 8-10 October, included three events programmed by ILF and presented in partnership with Keighley Creative.

Writers and artists appearing were acclaimed rapper, spoken word poet and Guinness world record breaking human beatboxer, Testament; journalist, documentary maker, broadcaster and

screenwriter Sarfraz Manzoor, and spoken word poets Rheima Robinson, Saju Ahmed, Mike Southwell, Kirsty Taylor and Jamila Pereira.

'Bradford is LiT' Commission

ILF joined forces with Simon Armitage to revisit our famous Stanza Stones collaboration as part of the 'Bradford is LiT' celebrations of light taking place across the District, 5-6 November 2021.

The Stanza Stones poems were originally written in 2012 before being carved into rocks across the moorland landscapes between Ilkley and Marsden. The new project reimagined them in a film combining light projections with video and stunning time-lapse photography.

Filmed during lockdown in early 2021, the new work took the six poems – Mist, Beck, Snow, Rain, Puddle and Dew – and transposed them to new locations around Ilkley, including the Cow and Calf, White Wells Spa and the Ilkley Manor House. Free to attend public screenings took place on a big screen located in the centre of Ilkley.

Live and Online Literature Events

October Festival: 2021 Ilkley Literature Festival

While the UK government lifted all remaining Covid-19 restrictions on mask wearing and social gatherings in July 2021, events industry audience research indicated that a high level of hesitancy towards returning to full capacity live events remained amongst core cultural audience segments.

The trustees and senior management team closely monitored the fluctuating situation across the summer. With rates of Covid infection remaining high and audience confidence levels much stronger for attending events with social distancing in place, it was decided to operate in-person October festival events with socially distanced seating in place and reduced venue capacities. This placed a significant financial risk on the organisation which was mitigated by the submission of an application for DCMS Cultural Recovery Fund grant support to offset the inevitable shortfall in ticket income.

ILF 2021 ran from Fri 1 October to Sunday 17 October with a hybrid programme comprising 31 in-person events, 19 live-streamed events, 19 pre-recorded digital events and 6 writing workshops.

5,797 tickets were sold with an additional 785 people attending free-to-access online events. 44% of all in-person ticketed events sold out. The average house capacity for in-person ILF2021 events was 62%, allowing for social distanced seating.

While reduced in scale due to the pandemic, the festival programme was as varied and wide-ranging as ever with highlights including interviews, talks and readings from acclaimed authors Bernardine Evaristo, Curtis Sittenfeld & Maggie Shipstead, Susie Dent, Graeme Macrae Burnet, Lissa Evans, Kate Mosse & Deborah Moggach and Eimear McBride; poets Jackie Kay, Brian Bilston, Raymond Antrobus, Rachel Long and Kayo Chingonyi; politicians and journalists Ed Balls, Patrick Radden Keefe, Steve Richards and Sarfraz Manzoor; philosopher AC Grayling and Bradford-born broadcaster Anita Rani.

Themes explored across fiction, non-fiction and poetry events were 'Unreliable Narratives' and 'Belonging' and 'Pioneering Women'.

Audience satisfaction levels compared favourably with previous years, given the changes necessitated by the pandemic and the reduced number of 'in person' events. 94% of survey respondents rated the quality of events as 'very good' or 'good' and 93% rated the overall experience as 'very good' or 'good'.

In-person events audience feedback examples:

- *Impressed by the way Covid precautions were implemented with the least possible damage to enjoyment.*
- *Extremely well organised. I appreciated the social distancing & felt very safe.*
- *My wife and I both thought the festival was well organised; the seating arrangements were carefully worked out; and the two events we attended fulfilled our expectations admirably. Bearing in mind present circumstances, and the preparations required, we were impressed.*

Online events audience feedback examples:

- *The Zoom performances were wonderful for old people like us (82/3) as we didn't have to go out late, particularly as we had different choices and would have to be on our own. The fact that these were so much cheaper meant that we could enjoy more. Please keep this as an element of you programme in future.*
- *Please keep the streamed events, it makes the festival so much more accessible if you live some way away and can't get to and from Ilkley via public transport. A relief not to have to worry about car parking!*
- *I live in the Netherlands, I am Dutch, so I appreciated the fact that pre-recorded events were subtitled.*

110 professional writers, poets and performers took part in ILF 2021. 55% of participating writers, poets and performers identified as female, 45% as male.

17% of participating writers were Black, African, Caribbean/Black British. 12% were Asian/Asian British. 10% were of Mixed ethnicity, from multiple ethnic groups or from another ethnic group.

Examples of writer feedback:

Fiona Sampson: *I just wanted to thank you for my Elizabeth Barrett Browning event at the Festival this weekend. It was such a joy to do: you were all super warm as well as so elegantly professional, it was held in such a beautiful venue, and then there was a lovely audience too. I'm really grateful to everyone; particularly of course to Rachel [Bower] for chairing so generously. I'm always grateful to be invited to speak or read: but this was extra special. You've created a truly successful way to do events despite the pandemic conditions - it's such a huge achievement. And such a joy! Thanks so much for everything to do with this truly enjoyable event.*

Louis Barfe: *I was incredibly impressed with the way that everything was run. You really look after the authors who attend, and that's a splendid thing. My room at the Wheatley Arms, dinner the night before, etc. Simon was a great interviewer, and it was a lovely audience. Many thanks for inviting me.*

Steve Richards: *I hope you are pleased with the way the festival went, albeit socially distant. It was great that my event sold out....and I hope you all get a break now... Congratulations as ever on organising one of the best book festivals...hopefully future ones can have packed halls again....*

Standalone Online Events

ILF hosted a digital launch event with journalist Anita Sethi on Fri 30 April for her book *I Belong Here*. This was ILF's first paid-for online event and was successful in achieving 51 'book + ticket' sales.

We also presented a free-to-access event, "Illuminating the chaos and obscurity: Ferrante and Dostoevsky in dialogue", in partnership with Centre for World Literatures at the University of Leeds on Thu 6 May. The international interest of the subject matter attracted audience members from across the UK, Europe and North America.

Settee Seminars Podcast

Seasons 3 and 4 of our podcast series Settee Seminars of bite-sized talks by leading experts on an eclectic range of subjects across the arts, humanities, and sciences were released. Episodes included James Mussell on how the Victorians invented the World Wide Web, Emily Bell on Dickens' legacy, Markus Fraundorfer on tackling the global climate crisis and Dr Bethany Robertson on farming as essential work.

Organisational Development

Website and Online Box Office Improvements

Thanks to the Culture Recovery Fund grant, we were able to adapt our Box Office system and website integration to enable socially distanced seating and improve our customers' online booking experience.

Internship Placements

ILF was supported this year with two internship placements funded via University of Leeds initiatives. The value of this support totalled £4,381 and provided essential additional staff resources through the appointment of two University of Leeds students/recent graduates to short-term summer placements: Joe Fenna in the role of Digital Content Producer and Farida Augustine in the role of Festival Assistant.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The governing document of the charity is the Memorandum and Articles of Association establishing the company as a company limited by guarantee under company legislation.

The original Memorandum and Articles were dated 12 July 1972. The charity adopted new Articles of Association on 31 July 2013.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 501801.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

Our Trustees

The Board of Trustees, which must number between 3 and 15 members, administers the charity. The trustees are all individuals and offer their services on a voluntary basis.

The Board of Trustees meet at least four times a year with extra meetings held when necessary. The Board elects a Chair, Vice-Chair, Trustee with Special Responsibility for Finance and Secretary from among the trustees. The Board of Trustees may constitute committees for specific purposes from time to time, and has constituted a standing Finance Committee, which includes the Chair and Trustee with Special Responsibility for Finance, to deal with detailed financial matters, and a standing HR Committee, which includes the Vice-Chair and deals with staffing and recruitment policies and procedures. The Finance Committee meets before each board meeting, while the HR Committee meets periodically when required.

The present Board of Trustees incorporates a wide and diverse range of experience, expertise and skills necessary to effectively lead and manage the charity with trustees having a broad knowledge and skills base including: arts and cultural sector; law; financial strategy and risk management; teaching and higher education; and communications and business strategy.

Our policy is to ensure that the Board of Trustees is representative of the diversity of West Yorkshire and the wider population of the UK and that the composition of the Board appropriately reflects the scope of our operations, and the needs of our communities, audiences and stakeholders.

We aim to increase our pool of potential trustees to ensure that we deliver on this commitment and address any skills and expertise gaps that may emerge as a result of retirements/resignations from the Board. We openly communicate opportunities for Board involvement and trustee recruitment and have a clear procedure for recruiting and selecting potential new trustees.

Trustee Induction and Training

Potential trustees are invited to attend a board meeting as an observer prior to being invited to become a trustee. New trustees meet with the Chair of the Board and receive a comprehensive induction pack that includes details of their legal obligations and duties. They are also provided with appropriate induction and training, including briefing sessions by the Senior Management Team. The Board of Trustees holds annual away days to address training needs and the charity's strategic aims.

Organisational Structure

The Trustees are responsible for the strategic direction, leadership, management and policy of the charity. The Trustees are supported in their work by the Director, who in turn manages a small staff team of between 4-6 employees including a Partnerships & Operations Director. The Director works to agreed levels of delegated authority reporting to the Board of Trustees. The Director and Partnerships & Operations Director form the executive Senior Management Team.

We continually monitor the organisation's structure and staffing to ensure that we have the right resources, skills and expertise to deliver our charitable objects.

Pay and Remuneration of the Charity's Key Management Personnel

The pay and remuneration of key management personnel is agreed by the Board of Trustees during the annual budgeting process. Pay is benchmarked against similar jobs in the arts and charitable sectors regionally.

Wider networks

ILF works closely with several key strategic partners including: The University of Leeds Cultural Institute, Bradford Metropolitan District Council and Bradford 2025, as well as publisher Peepal Tree Press and SI Leeds International with whom ILF partners on the awarding of a biennial literary prize for new writing by Black and Asian women. ILF is a member of the British Arts Festival Association (BAFA).

Relationships between the charity and related parties

The charity has a close relationship with Arts Council England and is currently part of its National Portfolio of funded organisations. The organisation nominates an observer to the Board of Trustees and provides funding to enable the charity to carry out its charitable objectives. The charity received revenue core funding grants amounting to £139,953 (2020-21: £139,953) from Arts Council England Yorkshire during the year.

Relationships with other groups, charities and individuals

Valuable partnerships this year included New Writing North, Manchester Literature Festival, Speaking Volumes, Keighley Creative, Ilkley Manor House Trust, the Ilkley Cultural Co-operative and The Walter Swan Trust.

FINANCIAL REVIEW

The net income for the year was £11,379 including net income of £6,379 on unrestricted funds and net income of £5,000 on restricted funds, after transfers.

This outcome is the result of careful financial management during the pandemic, adjusting delivery plans to adapt to forecast income levels and support from the DCMS Culture Recovery Fund emergency grant schemes.

Principal Funding Sources

During 2021/22, ILF's principal sources of income were grants from Arts Council England and Bradford Metropolitan District Council, emergency grants from the DCMS Culture Recovery Fund and earned income - albeit much reduced from pre-pandemic levels – from ticket sales.

Grants from public bodies – DCMS/Arts Council England, Bradford Metropolitan District Council and the Coronavirus Job Retention Scheme – totalled £205,096 (£193,703 in 2020/21), 70% of all income (85% in 2020/21). This represents a slow recovery, but still demonstrates a significant reliance on Covid-19 recovery fund sources, pre-pandemic this amounted to just 35% in 2019/20.

In the financial year ended 31 March 2022, the events income from ticket sales to live literature events and other associated income was £50,753 (2021: £2,498), a recovery from the prior year but still significantly lower than pre-pandemic levels (2019/20 £192,262).

Reserves Policy

The Trustees' policy is that the charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

The Trustees carefully considered the financial obligations of the charity and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the charity's aims. These are reviewed on an annual basis with the most recent review undertaken on 10 February 2022.

The lower level is set at £30,000 representing approximately three months of contracted costs.

The upper level is set at £65,000 representing the projected unrestricted funds that the charity requires, based on a review of the budget for the forthcoming year and the risks associated with the delivery of that budget.

Unrestricted reserves at 31 March 2022 were £62,020 (31 March 2021 - £56,000). This is within the target range. The Trustees acknowledge the ongoing risks due to the impact of Covid-19 on ticket sales and the prudence of maintaining reserves at the upper end of the target range.

Risk Management

The Trustees are responsible for the charity's risk strategy and appetite and employ a formal risk management process. This includes:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

In addition, the Finance Sub-Committee has been granted devolved responsibility to lead on the development and oversight of risk management strategies and procedures as a standing agenda item at its quarterly meetings.

Operational risks are managed by ensuring robust policies and procedures are in place, and by appropriate training for staff and volunteers working in all relevant areas.

Risks and uncertainties facing the charity

The current period of Arts Council England National Portfolio Funding will end in March 2023. ILF submitted an application for the next round of funding for the period 2023-26 in April 2022. The Trustees and Senior Management Team will be informed if that application has been successful in October 2022.

Contingency planning in the circumstance of ILF's exit from the portfolio is scheduled to take place in summer 2022.

Additionally, the legacy of the Covid-19 pandemic on audiences' behaviours towards in-person and online events in the medium to long term has yet to be fully understood within the sector. This, coupled with the significant cost-of-living increases affecting household leisure spends, makes forecasting achievable ticket income levels difficult. This will be a particular challenge for the 2022 October festival.

PLANS FOR FUTURE PERIODS

Subject to the availability of funding streams, 2023 will be a significant year for ILF as it completes the process of organisational rebranding as a literature development agency and celebrates the 50th anniversary of the literature festival itself with a programme exploring the event's storied past and looking towards a reinvigorated future.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the Trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Adhere to agreed procedures for managing conflicts of interest;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 31 March 2022 have been subject to Independent Review and approved by a fully qualified Independent Examiner.

This report was approved by the Board of Trustees on 22 September 2022.



NIGEL WALSH

Chair of the Board, Director and Trustee
Ilkley Literature Festival Limited

Independent examiner's report to the trustees of Ilkley Literature Festival Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022 which are set out on pages 21 to 29.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of Body which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Signed:



Name: Alan Dodd

Relevant professional qualification or body: FCCA

Date: 23rd September 2022

West Yorkshire Community Accountancy Service CIO

Stringer House, 34 Lupton Street

Leeds

LS10 2QW

Ilkley Literature Festival Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	153,229	68,474	221,703	201,336
Contributed income		16,508	-	16,508	21,448
Events income		50,753	-	50,753	2,498
Young People income		3,107	-	3,107	1,260
New writing and talent development		1,743	-	1,743	1,317
Other income		850	-	850	-
Total income		<u>226,190</u>	<u>68,474</u>	<u>294,664</u>	<u>227,859</u>
Expenditure on:					
Salaries, NIC and pension	(3)	104,960	23,519	128,479	111,861
Freelance staff and other staff costs		7,031	3,830	10,861	10,150
Event costs		42,697	12,734	55,431	12,299
Box office costs		9,339	-	9,339	8,226
Young People costs		16,428	6,875	23,303	13,300
New writing and talent development costs		10,086	4,350	14,436	6,942
Community costs		4,650	2,500	7,150	27,015
Contributed income costs		1,538	-	1,538	786
Marketing costs		632	2,780	3,412	4,778
Premises costs		12,790	51	12,841	14,042
Administrative expenses		8,081	-	8,081	12,323
Fees and subscriptions		6,212	-	6,212	3,620
Depreciation		2,202	-	2,202	1,370
Total expenditure		<u>226,646</u>	<u>56,639</u>	<u>283,285</u>	<u>226,712</u>
Net income / (expenditure)		(456)	11,835	11,379	1,147
Transfers between funds		<u>6,835</u>	<u>(6,835)</u>	<u>-</u>	<u>-</u>
Net movement in funds		6,379	5,000	11,379	1,147
Fund balances brought forward		<u>58,721</u>	<u>-</u>	<u>58,721</u>	<u>57,574</u>
Fund balances carried forward	(4)	<u>65,100</u>	<u>5,000</u>	<u>70,100</u>	<u>58,721</u>

All incoming resources and resources expended derive from continuing activities.

Ilkley Literature Festival Limited
Balance Sheet
as at 31 March 2022

	Notes	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Fixed assets					
Tangible assets	(5)	3,080	-	3,080	2,721
Total fixed assets		<u>3,080</u>	<u>-</u>	<u>3,080</u>	<u>2,721</u>
Current assets					
Debtors and prepayments	(6)	2,981	8,100	11,081	6,816
Cash at bank and in hand	(7)	78,339	(3,100)	75,239	73,008
Total current assets		<u>81,320</u>	<u>5,000</u>	<u>86,320</u>	<u>79,824</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	19,300	-	19,300	23,824
Total current liabilities		<u>19,300</u>	<u>-</u>	<u>19,300</u>	<u>23,824</u>
Net current assets / (liabilities)		<u>62,020</u>	<u>5,000</u>	<u>67,020</u>	<u>56,000</u>
Net assets		<u>65,100</u>	<u>5,000</u>	<u>70,100</u>	<u>58,721</u>
Funds					
Unrestricted funds		65,100	-	65,100	58,721
Restricted funds		-	5,000	5,000	-
Total funds		<u>65,100</u>	<u>5,000</u>	<u>70,100</u>	<u>58,721</u>

For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the Board of Trustees on:

Date: 22nd September 2022

Signed:



Name of signatory: Nigel Walsh

Ilkley Literature Festival Limited

Notes to the accounts for the year ended 31 March 2022

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from corporation tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Ilkley Literature Festival Limited

Notes to the accounts for the year ended 31 March 2022

1. Accounting policies (continued)

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 4 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2022

2. Grants and Donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arts Council England	139,953	-	139,953	139,953
City of Bradford Metropolitan District Council	10,500	-	10,500	10,500
Arts Council England - Cultural Recovery Fund	-	27,000	27,000	-
Arts Council England - Cultural Recovery Fund	-	27,000	27,000	-
Local Restriction (Covid) Local Authority Grant	-	-	-	19,431
HMRC Job Retention Scheme	-	643	643	11,569
Liz and Terry Bramhall Trust	-	5,000	5,000	-
BMDC LIT	-	3,750	3,750	11,250
Groundwork	-	-	-	1,166
Walter Swan Trust	-	600	600	700
BMDC Culture is our plan	-	-	-	1,000
University of Leeds	-	4,381	4,381	3,000
Small donations	2,776	-	2,776	2,767
Donations in kind	-	100	100	-
	<u>153,229</u>	<u>68,474</u>	<u>221,703</u>	<u>201,336</u>

3. Staff costs and numbers

	2022	2021
	£	£
Gross salaries	121,379	105,109
Social security costs	6,310	5,261
Pensions	2,558	2,176
	<u>130,247</u>	<u>112,546</u>

	2022	2021
	£	£
Included in the SoFA as follows:		
Salaries, NIC and pension	128,479	111,861
Event costs	566	-
Box office costs	275	-
Young People costs	927	685
	<u>130,247</u>	<u>112,546</u>

The average number of employees during the year was 5.7, being an average of 4.7 full time equivalent (2021: 5.3, 4.2 FTE).

Freelance and other staff costs	<u>10,861</u>	<u>10,150</u>
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Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2022

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	2,558	2,176

4. Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC (LIT)	-	3,750	3,750	-	-
Arts Council England - Cultural Recovery Fund	-	27,000	20,165	6,835	-
Arts Council England - Cultural Recovery Fund	-	27,000	27,000	-	-
Liz and Terry Bramhall Trust	-	5,000	-	-	5,000
Walter Swan Trust	-	600	600	-	-
University of Leeds	-	4,381	4,381	-	-
HMRC Job Retention Scheme	-	643	643	-	-
Donations in kind	-	100	100	-	-
	<u>-</u>	<u>68,474</u>	<u>56,639</u>	<u>6,835</u>	<u>5,000</u>

Fund name	Purpose of restriction
BMDC (LIT)	Festival of Light funded by BMDC.
Arts Council England - Cultural Recovery Fund	Financial support for cultural organisations that were financially stable before Covid-19, but were at imminent risk of failure
Arts Council England - Cultural Recovery Fund	Financial support for cultural organisations that were financially stable before Covid-19, but were at imminent risk of failure
	The transfers represent a contribution to overhead costs of £4,274 and the purchase of IT equipment for the general use of the charity £2,561
Liz and Terry Bramhall Trust	Grant funding to support the Creative Learning Officer position
Walter Swan Trust	Poetry Competition prize money
University of Leeds	Graduate internship placement funding
HMRC Job Retention Scheme	Furlough scheme to support employment costs
Donations in kind	Services and goods provided with no charge by suppliers

Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2022

5. Tangible assets

	Office Equipment	Furniture and Fixtures	Total £
Cost			
At 1 April 2021	21,746	11,694	33,440
Additions	2,561	-	2,561
At 31 March 2022	<u>24,307</u>	<u>11,694</u>	<u>36,001</u>

Depreciation

At 1 April 2021	19,321	11,398	30,719
Charge for year	2,079	123	2,202
At 31 March 2022	<u>21,400</u>	<u>11,521</u>	<u>32,921</u>

Net book value

At 31 March 2022	<u>2,907</u>	<u>173</u>	<u>3,080</u>
At 31 March 2021	<u>2,425</u>	<u>296</u>	<u>2,721</u>

6. Debtors and prepayments

	2022 £	2021 £
Debtors	8,450	1,360
Prepayments	2,631	5,456
	<u>11,081</u>	<u>6,816</u>

7. Cash at bank and in hand

	2022 £	2021 £
Current account	74,951	72,760
Savings account	125	125
Cash in hand	163	123
	<u>75,239</u>	<u>73,008</u>

8. Creditors and accruals

	2022 £	2021 £
Trade creditors	-	354
Accruals	16,052	20,981
PAYE, NI	2,637	2,389
Other creditors	611	100
	<u>19,300</u>	<u>23,824</u>

Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2022

9. Related Party Transactions

Trustee expenses

Trustees received expenses during this year of £13 (2021: £0).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Key management personnel

The key management personnel of the charity comprises the Director and Partnerships & Operations Director. The total employee benefits of the key management personnel of the charity were £68,876 (2021: £64,248).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

	2022	2021
	£	£
Independent Examiners Fee	1,500	1,500

10. Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment expires:

	2022	2021
	£	£
Within one year	12,017	11,185
In the second to fifth years inclusive	7,078	16,854
Over five years from the balance sheet date	-	-
	<u>19,095</u>	<u>28,039</u>

Ilkley Literature Festival Ltd

Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2022

	2022	2021	2022	2021	2022	2021
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants and donations	153,229	172,651	68,474	28,685	221,703	201,336
Contributed Income	16,508	21,448	-	-	16,508	21,448
Events income	50,753	2,498	-	-	50,753	2,498
Young People income	3,107	1,260	-	-	3,107	1,260
New writing and talent development	1,743	1,317	-	-	1,743	1,317
Other income	850	-	-	-	850	-
Total income	226,190	199,174	68,474	28,685	294,664	227,859
Expenditure						
Salaries, NIC and pension	104,960	97,292	23,519	14,569	128,479	111,861
Freelance staff and other staff costs	7,031	10,150	3,830	-	10,861	10,150
Event costs	42,697	12,299	12,734	-	55,431	12,299
Box office costs	9,339	8,226	-	-	9,339	8,226
Young people costs	16,428	11,134	6,875	2,166	23,303	13,300
New writing and talent development costs	10,086	6,242	4,350	700	14,436	6,942
Community costs	4,650	11,765	2,500	15,250	7,150	27,015
Contributed income costs	1,538	786	-	-	1,538	786
Marketing costs	632	4,778	2,780	-	3,412	4,778
Premises costs	12,790	14,042	51	-	12,841	14,042
Administrative expenses	8,081	12,323	-	-	8,081	12,323
Fees and subscriptions	6,212	3,620	-	-	6,212	3,620
Depreciation	2,202	1,370	-	-	2,202	1,370
Total expenditure	226,646	194,027	56,639	32,685	283,285	226,712
Net income / (expenditure)	(456)	5,147	11,835	(4,000)	11,379	1,147
Transfers between funds	6,835	(3,000)	(6,835)	3,000	-	-
Net movement in funds	6,379	2,147	5,000	(1,000)	11,379	1,147
Fund balances brought forward	58,721	56,574	-	1,000	58,721	57,574
Fund balances carried forward	65,100	58,721	5,000	-	70,100	58,721

Word Up North Limited

England & Wales - Charity number 501801

Accounts

Ilkley Literature Festival Limited

Charity number 501801

A company limited by guarantee number 01061343

Annual Report and Financial Statements

for the year ended 31 March 2021

Ilkley Literature Festival Limited

Annual Report and Financial Statements

For the year ended 31 March 2021

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Ilkley Literature Festival Limited

Trustees' report for the year ended 31 March 2021

REFERENCE AND ADMINISTRATIVE DETAILS

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Catherine Baxandall		
Dr Fozia Bora		appointed 19 November 2020
Dr Rachel Bower		
Jacqueline Dawn Cameron		resigned 18 June 2020
John Dignum	Special Responsibility for Finance (from 30 April 2021)	appointed 30 April 2021
Matthew Gaunt	Special Responsibility for Finance (to 30 April 2021)	resigned 24 June 2021
Maggie Power		resigned 19 November 2020
Professor Gregory Radick		
Ellen Thorpe	Vice Chair	
Nigel Walsh	Chair	
Mary Margaret Katherine Wright (Kitty Wright)		
Julie Yau		appointed 28 January 2021

Company secretary Catherine Baxandall

Charity number 501801 Registered in England and Wales

Company number 01061343 Registered in England and Wales

Registered and principal address	Bankers
9 The Grove	HSBC
Ilkley	1 Wells Road
West Yorkshire	Ilkley
LS29 9LW	LS29 9JB

Independent examiner
Rhys North ACA
West Yorkshire Community Accounting Service
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 12 July 1972. It is governed by a

Memorandum and Articles of Association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. The trustees of the charity are also the directors for the purposes of company law.

Ilkley Literature Festival Limited

Trustees' report (continued) for the year ended 31 March 2021

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees are pleased to present their annual report together with the charity's financial statements for year ending 31st March 2021: these are also prepared to meet the Companies Act requirements for a directors' report and accounts.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Purpose and Aims

Our charitable purposes as set out in the objects contained in the Memorandum and Articles of Association are:

To foster and promote the maintenance, improvement and development of artistic taste and knowledge and the understanding and appreciation of literature and the other arts amongst the general public.

The strategic aims of our charity are to provide access to cultural experiences and creative activities that open minds, inspire curiosity, increase empathy and improve communication. We do this by:

- Encouraging and inspiring enthusiasm for books, words, reading and writing by providing opportunities for all readers – avid and reluctant – to meet, hear, and learn from the finest contemporary writers, poets and performers.
- Actively supporting professional and emerging writers, providing platforms on which to present their work, advance their professional development and reach new audiences.
- Delivering accessible, inspiring and relevant artistic, cultural and educational experiences to our local communities.
- Stimulating children and young people's creativity by encouraging a love of words and stories, and providing opportunities for them to discover, learn, create and share diverse experiences through writing and reading.
- Taking advantage of our geographic location to act as a cultural bridge between artists and audiences living in Yorkshire's urban cities and those living in its rural towns and villages.

Main Activities

We deliver our purpose through four main areas of activities: New Writing and Talent Development; Live Literature Events; Creative Communities; and Children and Young People.

Statement of the impact of Covid-19 Pandemic on activities during 2020/21

The impact of Covid-19 on Ilkley Literature Festival (ILF) during 2020/21 has been significant. 46% of our overall annual income is usually generated from ticket sales and other income directly associated with our major live literature activity, the two-week October festival. The restrictions placed on live events, due to the series of national and local Bradford District lockdowns throughout the year, prevented ILF from generating income from live 'in person' events.

The uncertainty about timescales as to the progress of the pandemic, and the lifting and reimposition of restrictions at short notice made planning activities incredibly challenging. Initially, when the first national lockdown was imposed in March 2020, prevailing opinion seemed to suggest that Autumn 2020 events would be able to go ahead, albeit in a reduced or adjusted format. However, over the summer months it became increasingly clear that this would not be possible or advisable. High infection rates in the Bradford District forced the area into a local lockdown on 2 August 2020, and public health restrictions – at either national or local level – on large indoor events and performances remained in place for the rest of the financial year. They only began lifting in May 2021.

As a result, our delivery plan and ways of working had to change rapidly and dramatically to ensure we met our charitable objectives and fulfilled the requirements of our major funders. Budgets were re-forecasted and activity plans adapted and continually revised as circumstances changed and the duration of the Covid-19 crisis expanded.

We took advantage of the financial support available from the national Coronavirus Job Retention Scheme and Local Restriction (Covid) Local Authority Grant. We were not eligible to apply for the first round of DCMS Cultural Recovery Funding made available to the cultural sector in 2020/21.

Like many arts organisations, we turned to digital content creation and online platforms to produce work and engage with audiences during the lockdowns. This shift required our small staff team to upskill quickly, learning a range of new skills and using technology not previously required by their roles. Aware that not everyone has easy access to digital technology, we sought to ensure that elements of our work were not reliant on purely digital delivery mechanisms, for example the presentation of 'telephone theatre' performances in the Autumn 2020 programme.

In the face of the significant and unprecedented challenges brought by Covid-19 during 2020/21, ILF has proved itself to be agile, resilient, and creative. At all levels our organisations' staff and trustees are demonstrably committed to our core values of inclusion, diversity and empathy.

Activities delivered during 2020/21 included:

- ***Creative Communities***

- An online programme of engaging well-being activities for writers and readers under the banner 'Be All Write' including weekly writing challenges, book quizzes, reading recommendations and the release of audio from the festival archives.
 - A digital 'Fringe' showcase moving our annual opportunity for local artists and community groups to perform their work online, creating a community pinboard connecting artists and audiences.
 - Forging a strong partnership with Keighley Creative and Keighley Arts and Film Festival resulting in a commitment to co-curate events as part of our 2021 festival programmes.
 - Leading a public consultation on cultural provision in the Ilkley area on behalf of Bradford Metropolitan District Council.
 - Participating as an active member in the newly formed Ilkley Cultural Co-operative, supporting other charitable and voluntary groups through the pandemic and its challenges.
 - Devising a project plan celebrating the role of community centres and village halls, working with six centres in the Bradford and Craven Districts, and applying for funding.
- ***New Writing and Talent Development***
 - Four major nature writing commissions as part of our Spring 2021 programme.
 - Twelve cross-arts micro-commissions from Yorkshire-based artists responding to themes of 'Spark' and 'Nature'.
 - 20 creative writing and 'writing for wellbeing' workshops.
 - Key delivery partner of 2020 SI Leeds Literary Prize for unpublished novels by Black and Asian women and host of online winner's announcement event.
 - Management of the 2020 Walter Swan Poetry Prize and production of the online winner's announcement event.
- ***Live Literature Events Programme***
 - Delivery of two Digital Weekend programmes of author interviews, panel discussions and poetry readings in Autumn 2020 and Spring 2021 featuring 25 events and 47 UK and international writers.
 - Production of two seasons of 'Settee Seminars' podcast featuring talks on an eclectic mix of subjects from leading experts and academics.
 - 30 performances of 'telephone theatre' show *You Don't Know Me But...* by Stute Theatre.
 - Online rehearsed reading of work-in-progress play, *I Am No Bird*, exploring the lives of the Bronte Sisters by Stute Theatre.
- ***Children & Young People***
 - Production of digital and physical Story Explorer pack: 10-part activity pack for children aged 7-12 filled with creative reading and writing activities focused on promoting a love of books outside of the school curriculum.
 - Moving our regular fortnightly Young Writers' Group online.
 - Young Writers' and group leaders collaboration on production of an anthology celebrating 10 years of the groups (due for publication in October 2021).
 - Five digital summer creative writing workshops for young people aged 12-18, including free animated poetry workshops.
 - Annual poetry competitions for Children and Young People including two online award presentation ceremonies for the winners and their families.

Public benefit

In shaping our objectives and planning our activities for the year, the Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity, including the guidance on public benefit and fee charging.

In setting the level of fees, charges and concessions, the Trustees give careful consideration to the accessibility of events and participatory activities for those on low incomes, offering concessions for children and young people under 25, for people in receipt of personal independence payments and for all those in receipt of means-tested benefits, including benefits for those who are unwaged and in receipt of council tax relief. Established community groups and schools are eligible for group concessions with free places for group leaders.

ILF also stages free-to-access and pay-what-you-decide events, including a community fringe festival featuring local writers and performers, drop-in family activities, poetry readings and spoken word performances.

During 2020/21, the majority of all ILF activities were free-to-access for all audience members. Free bursary places were also made available to some writing workshops for those on low incomes.

Contribution made by volunteers

ILF has a pool of 111 dedicated volunteers who usually assist with mailings and stewarding live events. During 2020-21, pandemic restrictions on live events and smaller gatherings of people from different households meant ILF was not able to provide opportunities to support our activities as usual. However, our volunteers were consulted at regular intervals throughout the year as we considered options for potentially returning to live events and provided valuable feedback which greatly assisted decision-making.

ACHIEVEMENTS AND PERFORMANCE

Creative Communities

Launch of 'Be All Write' Initiative

When lockdown restrictions on social gathering began in mid-March 2020, ILF launched several digital engagement activities to encourage people to read and write for their well-being, under the banner 'Be All Write'. These included:

- *Audio from the Archive:*
Recordings of selected 2019 live events for people to listen to free online. Recordings included conversations between novelists Denise Mina and Oyinkan Braithwaite, and Elizabeth MacNeal and Naomi Wood, a headliner 'in conversation' with Dick Clement and Ian Le Frenais, Steve Richards on Prime Ministers, Professor Frank Finlay chairing a discussion on Bauhaus, and Ann Dinsdale and Kathryn Sutherland discussing the challenges of looking after Literary Legacies.
- *Weekly Writing Challenges:*
Simple creative writing prompts set on ILF's social media channels with responses received and shared online.
- *Weekly Book Quizzes:*
These proved very popular on Instagram during lockdowns and though mainly for fun, covered subjects from books in translation to poetry and drama.

Within the initial two months of activity, 'Be All Write' content generated 128,852 active audience engagements.

In December we produced a bumper-sized Festive Book Quiz which was printed and mailed to over 400 ILF Friends and posted on social media. 490 people participated in the quiz online.

Digital 'Fringe' Showcase

As infections continued to rise over the summer, the prospect of returning to live events in 2020 dimmed. We decided to move our annual Fringe Festival into an online format. In July, we launched a digital gallery using social media posts to showcase contributions from local writers, performers and community groups. A total of 35 local artists, writers, performers, musicians and community groups submitted 59 artistic content posts, with 10 different artforms represented. The gallery generated a total of 4,438 page and video views.

Developing Partnerships for Community Delivery in Keighley, Ilkley and Craven District

Throughout 2020/21 we devoted time to building partnerships with organisations, groups and individuals in our wider local communities, with a view to being able to collaborate on new initiatives as the effects of the pandemic eased.

Key amongst these new relationships are those with Keighley Creative and the Keighley Arts and Film Festival, and the members of the newly formed Ilkley Cultural Co-operative.

With support from Craven District Council, we devised a project plan working with local residents, writers and artists to celebrate the role of Community Centres and Village Halls within six small towns and villages in the Bradford and Craven District. An application for funding for the project was submitted to Arts Council England in March 2021.

We have been in contact with several community organisations in Keighley looking at ways in which we can connect with various groups, particularly involving families and young people. A relationship is being built with Keighley Asian Women and Children Community (KAWACC) and we have attended meetings with Keighley Creative and Keighley Youth Offer.

Community Consultation for Bradford Metropolitan District Council's new 10-Year Cultural Strategy
Working in close partnership with Ilkley Manor House Trust, ILF led a community consultation on cultural provision in the Ilkley area on behalf of Bradford MDC. The results of the consultation were combined with similar consultations in other areas of the District to help inform the creation of the Council's new ten-year cultural strategy, 'Culture Is Our Plan'.

New Writing and Talent Development

Commissions

As part of our Spring 2021 programme exploring connections between writing, language and the natural world, we worked with established poets and writers: Kim Moore, Jason Allen-Paisant, Shash Trevett (poetry) and Angela Readman (essay). The resulting commissions were published on the Ilkley Literature Festival website. The three poets also recorded readings of their commissions which were broadcast to audiences between Spring Digital Weekend events.

Micro-commissions

Twelve emerging Yorkshire-based artists were offered the opportunity to produce cross-arts micro-commissions, in two tranches, each responding to a different theme, in January and March.

Over 90 applications were received for the commissions. The artists selected presented innovative and intriguing proposals for new work spanning the artforms of film, spoken-word, page poetry, dance, sound art and visual art.

'Spark' micro-commissioned artists: Clare Dearnaley & Mark Carey (film); RJC Dance (dance); Mary Morris & Bridey Addison-Child (sound art); Harry Orme (music); Sile Sibanda (spoken word); Louise Gault (textiles).

'Natural World' micro-commissioned artists: Sonic Rewild (sound art); ACCA (dance); Martha Boyd (poetry) Henry Raby & Hannah Davies (spoken word); Caitlin Stobie (poetry/film); Silka Guy (film).

2020 SI Leeds Literary Prize

ILF worked with Prize Director Fiona Goh and fellow key partners, Peepal Tree Press and SI Leeds, to

promote and present the first online announcement of the SI Leeds Literary Prize, the biennial prize for unpublished fiction by UK-based Black and Asian women.

The digital event was premiered via YouTube on Fri 16 October at 11am and featuring readings from all six shortlisted writers, as well as comments from head judge Niki Chang. The announcement has been viewed over 300 times.

2020 Prize results:

- 1st Prize: Wenyan Lu for *The Funeral Cryer*
- 2nd Prize: LM Dillsworth for *The Sun Sets in the East*
- 3rd Prize and Readers' Choice award: Sumana Khan for *The Good Twin*.

Readers at Peepal Tree Press were incredibly impressed with the standard of the entries received, and it is encouraging that the prize, now in its fifth iteration, continues to attract such a high quality of submissions.

Moving the Prize announcement online created a valuable opportunity to employ social media and freshly produced digital content to raise the profile of the Prize, its past winners and the 2020 shortlisted authors. The social media campaign was co-ordinated between the Prize, ILF and Peepal Tree Press with ILF's Digital Content Intern conceiving and creating much of the content shared by all parties.

2020 Walter Swan Poetry Prize

The annual poetry prize was open for entries responding to the theme 'A Kindness' from April to July 2020. A total of 201 entries were received. The main prize was judged by Professor John Whale of the University of Leeds Poetry Centre and the 18-25 sub-category by award-winning writer, poet and ILF trustee, Dr Rachel Bower.

The standard of the 2020 entries was demonstrably higher than the previous year. The theme seemed to have concentrated entrants' focus, producing innovative and widely varied responses.

The winners were announced in a digital event hosted by Rachel Bower, with contributions from John Whale and from Niccola Swan, representing Prize partners The Walter Swan Trust. The event included readings from all six placed poets and was viewed more than 500 times online.

Thank you for a wonderful and moving celebration of poetry. Loved hearing John Whale's considered illuminations and each poem in both sections was wonderful. Thanks to the Ilkley Lit Festival and the Walter Swan Trust.

- Online comment

Creative Writing Workshops

ILF presented 20 creative writing workshops during the year, covering topics from preparing poems

for publication to editing crime fiction and writing for wellness.

The impact of Covid-19 restrictions on mental-health was widely reported. In response, ILF commissioned the highly experienced writer, creative practitioner and mental health advocate Andy Craven Griffiths to run three series of 'Wellness Writing' workshops. These helped participants use writing as a tool to combat anxiety, stress and depression. To ensure access for people on low incomes, a minimum of two free-of-charge bursary places were made available from the 12-16 places on each course.

From an Autumn 2020 participant: *"Andy was excellent... I do miss those Tuesday afternoons, though. They were good for the soul!"*

Live Literature Events Programme

Digital Weekends: Autumn 2020 & Spring 2021

The process of producing and broadcasting digital events was a new challenge for our small team, and a very steep learning curve for the organisation. The two junior members of the core ILF staff team of four took the lead on many aspects of uncharted territory – researching digital platforms and software, preparing comprehensive briefs to chairs and authors, managing the recordings, undertaking post-production, designing animated graphics and leading on captioning more than 30 hours of speech. Their contribution to the success and smooth running of the digital weekends cannot be overstated. The Trustees wish to record their thanks to ILF's staff for their exceptional performance in meeting these challenges so successfully.

IN/JUSTICE, 23-25 October 2020

In Autumn 2020, ILF produced its first digital weekend, comprising a programme of 16 events exploring themes of justice and injustice in literature and society. Events were first broadcast Fri 23 to Sun 25 October and then available for audiences to watch on demand until 30 November.

The programme included writers of fiction, poetry and non-fiction, based here in the UK and several international locations. A majority of the programming took place in early spring. But as 2020 progressed, the murder of George Floyd in the USA sparked worldwide anti-racism protests and the exacerbating effect of the pandemic on other existing social inequalities became increasingly apparent. Original conversations around the themes of justice and injustice became ever timelier and more important.

Participating writers included Pragya Agarwal on unconscious bias, Chris Daw QC on the British criminal justice system, Lee Lawrence on the shooting of his mother by police in 1985 (Lawrence's memoir went on to win the Costa biography prize), Tom Hazeldine on the north-south divide, Samir Puri on the legacies of empires, Hashi Mohamed on issues of race and social mobility, and US crime author S A Cosby on weaving the southern Black experience into the fabric of his thrillers (his novel *Blacktop Wasteland* later won an Los Angeles Times award and was named a New York Times notable book of the year).

It was important that participants reflected the diversity of modern Britain, particularly given the

subject matter. Of the 38 participants, 39% were from Black, Asian, mixed or another ethnic background. 53% of participants identified their gender as female or non-binary.

Given the removal of geography as a barrier, we were also keen to take advantage of the digital medium to include international and regional national perspectives: One author was based in South Africa, two participants were from Northern Ireland, and six participants were from the US.

The Autumn digital weekend reached an audience of 3,890. Local UK audiences were joined by people from all over the world including Perth, Australia; Nairobi, Kenya; Bengaluru, India; Rabat, Morocco; Lakewood, Wisconsin, USA; and Regensburg, Germany.

According to the respondents of a post-event survey, 96% rated the quality of the digital weekend events they watched as 'good' or 'very good' and 23% of respondents were new to ILF events. Example audience feedback:

"What I really liked about the digital event was the fact that I could book places at all the events that interested me (which was nearly all of them). I still haven't watched all the digital events I booked for and I love the fact that I've got till the end of November to watch them all."

"Saturday was all about me. I was able to watch so many different authors talk about their lives and books. I live 45 minutes from Ilkley so normally I have to choose carefully to make my journey worthwhile and keep travel costs and time of travelling to a minimum. I would be happy to pay in the future if events were recorded and then streamed afterwards."

"I loved the theme, but how it spoke to the current climate and how varied it was in relation to that was very brilliant. I even thought it would be such a good way forward to do a few weekends like that over the year rather than a big annual festival. Felt like it's easier to take things in smaller chunks and appreciate it properly, but also really tight programming and clear as to what you're trying to say etc. Anyway, WELL DONE! I've still got a few I want to tune in for."

"The theme definitely confirmed me coming to the festival and this digital offering means I will be looking to come in person to the Ilkley Festival in later years but do hope that the festival will continue with a joint offering so that those of us in Devon can come. Must get this book, the talk is great so far!"

"I've digitally attended Hay & Cheltenham Lit Fest events this year & the 2 interviews at Ilkley were by far the best. Excellent interviewing on both occasions."

Natural Words, 27-28 March 2021

The Spring Digital Weekend programme concentrated on the relationship between writing, language and the natural world. We produced nine digital events which were broadcast Sat 27 - Sun 28 March 2021, and then available to audiences on demand until 30 April.

Featured writers included poet Helen Mort, playwright Testament, founder of the Working Class Nature Writing Prize Natasha Carthew, Director of Colonial Countryside Corinne Fowler, economist Ann Pettifor, Irish nature writer Kerri ní Dochartaigh and Cameroonian-American novelist Imbolo

Mbue. The events attracted a combined audience of 1,500 and saw viewers joining from locations including Italy, Japan, Jordan, Malaysia, New Zealand and South Korea.

Again, audience feedback was extremely positive:

"@ilkleylitfest - just a masterclass in how to organise & deliver these festivals. Hope to meet (& thank) you in person next year."

"To say @tanyashadrick and @natashacarthew [Working Class Nature Writers' In Conversation] spoke to my literary soul would be an understatement. Thank you for @ilkleylitfest for feeding my hunger with their incredible discussion."

"This conversation between Natasha and Tanya is everything! The process to becoming a writer can be a long journey. I know! As women, the exploration of voice, identity, story and landscape is a powerful walk back to vulnerability and courage. Thank you for this inspiration."

"I particularly enjoyed the Corinne Fowler discussion. It was thoughtful, well paced and the interviewer was sensitive and thorough and able to leave room for Corinne Fowler to think and respond. Both were engaged with each other and the subject."

"Really enjoyed that event [Land Lines discussion featuring playwright and hip hop artist Testament]. I love the idea of the v long promenade play. Also fascinated by the landscape influencing the sounds of rural hiphop! And definitely agree with 'dare to write then dare to share'. Thanks everyone."

Settee Seminars podcast

In December 2020, we launched a new podcast, Settee Seminars. The concept was to curate seasons of twenty-minute, intimate bite-sized lectures on an eclectic range of subjects, with the aim of making specialist areas of academic knowledge accessible to a general audience.

Season 1 featured five episodes from University of Leeds and Leeds Beckett University academics on the following topics:

- Allan House on loneliness, self-isolation and what the Covid-19 pandemic tells us about social influences on mental health.
- Simon Hall on 'Ten Days in Harlem: Fidel Castro and the Making of the 1960s'.
- Emily Zobel Marshall on the journey of the African trickster character following the journey of Anansi the spider through folktales from Ghana to Jamaica.
- David Fairer on writing historical murder mysteries set in Queen Anne's London.
- Des McLernon on 5G technology in the Covid Age.

Season 2 was released in February 2021 and featured the following talks:

- Fozia Bora & Alaric Hall discuss decolonising medieval literature and history.
- Greg Radick on Darwin's Theory of Analogy.
- Jason Allen-Paisant narrated his lyrical essay 'On Being a Black Body in Nature'
- Emily Webb dove into the Politics and History of Tea in the 18th-Century.

In total the episodes have generated over 980 listens with future seasons planned for broadcast in 2021/22.

Telephone Theatre: *You Don't Know Me But...* by Stute Theatre

30 performances of this intimate one-woman audio play were performed live over the phone by writer and actor Sophia Hatfield between Tue 13 and Sat 17 of October 2020. The unique and moving theatre experience used live music, live foley, beautiful writing and immersive sound effects.

Sophia delivered performances to a range of people from care home residents and Friends of the Festival who live alone, to theatre professions interested in her innovative practice and an international audience member in Canada!

The feedback we received from audience members was touching:

"We wanted to tell you how much we enjoyed our own telephone performance yesterday of 'You don't know me', by Sophie Hatfield. It was a powerful piece and very appropriate to the times we are living in. Most of all it was so innovative and added a special personal touch to the occasion. We miss going out to the theatre and similar events, so we dressed up specially for the afternoon and even poured ourselves a small glass of fizz! More events like this please, and thank you again."

- Audience members Gill & Bill

Sophia also hosted a post-show discussion at the end of the run where audience members came together via Zoom to find out about how the piece was made. Many shared their own personal stories around the theme - care homes and carers – and how deeply intimate, moving and emotional they had found their individual performance.

I Am No Bird: Rehearsed Reading

We collaborated with Stute Theatre again in November presenting an online rehearsed reading of a new work-in-progress play to an audience of 64 people. Featuring live looped music and spoken word, *I Am No Bird* shines a fresh light on the lives and works of the Brontë sisters and is set to tour to studio and rural touring venues in 2022.

Children & Young People

Story Explorer Activity Packs

The first Story Explorer activity resource pack for children aged 7-12 years was published online in January 2021. Creative Practitioner Sandra Flitcroft designed 10 x sessions of creative reading and writing resources based around Alan Garner's classic fantasy *The Weirdstone of Brisingamen*. The packs were available to download from the ILF website for free by parents/carers, librarians and other reading group leaders. Following the launch there have been over 900 online views of the resources.

Families living in Yorkshire without digital access were able to request printed hard copies of the resources to be posted to them for free, along with a copy of the book, courtesy of ILF. We received a total of 31 requests for bursary packs in the first two weeks. Furthermore, we delivered 20 packs to the Keighley Asian Women & Children Community for distribution along with food boxes to families in need within the town.

Two new Story Explorer Activity packs will be produced in 2021/22.

Young Writers' Group and 10-Year Anthology Project

Our fortnightly Young Writers' Group moved online at the outbreak of the pandemic in March 2020 and remained digital for the rest of the year. Eighteen 90-minute sessions were delivered during 2020/21 to a small, committed group of young writers with attendance ranging between 8-12 young people per session. The impact of the Covid-19 pandemic deeply affected the lives of young people, disrupting their education and social support systems. The members of the Young Writers' Group found the continuation of the sessions and the pastoral support of group leaders, Michelle Scally Clarke and Sai Murray to be beneficial in helping them navigate their experiences of the pandemic.

In January 2021, the group leaders, current members and past alumni came together to begin developing an anthology of work to celebrate 10 years of ILF Young Writers. The anthology is due to be published in October 2021.

Summer Writing Workshops for Young People

With local lockdown restrictions preventing in person gathering even during the summer holidays, we offered five online workshops for 12–18-year-olds in August 2020 which were viewed more than 300 times.

Writer and creative practitioner Becky Cherriman delivered two creative writing workshops – one using art as inspiration for writing and one exploring techniques for creating futuristic settings. Visual artist Alison Smith led a series of three free online workshops exploring poetry and animation. She was joined by poet and playwright Andy Craven Griffiths for the first session on creative writing techniques.

2020 Young People's and Children's Poetry Prizes

We saw an understandable drop in the number of entries for both competitions this year during the period of pandemic school closures, particularly in the Young People's (12-18 yrs) category. Despite this we still received 74 entries for the Children's competition (5-11 years) with the majority submitted directly by parents, rather than class teachers.

The competition winners were selected by writer Sai Murray and awarded at two closed Zoom events for winners and their families.

Feedback from parent of winner:

"I just wanted to let you know that we have received E___'s certificate and poetry book. Thank you very much for organising this.

The book has already gone into school and E___ has been asked to read each poem at the start of every month so the book has already been put to very good use.

Many thanks for organising the Zoom call. It was lovely to hear all the entries. They were all very impressive."

Plans for Children's Book Weekend and In-School Events

Our original plans to hold a Children's Book Weekend in March 2021 were disrupted by the third national lockdown. We hope to revive these plans in Spring 2022.

Similarly, plans for events in schools were shelved as teachers and students grappled with online and hybrid learning, class and year group 'bubbles' and we had concerns as to the safety of participating authors.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The governing document of the charity is the Memorandum and Articles of Association establishing the company as a company limited by guarantee under company legislation.

The original Memorandum and Articles were dated 12 July 1972. The charity adopted new Articles of Association on 31 July 2013.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 501801.

By operation of law all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

Our Trustees

The Board of Trustees, which must number between 3 and 15 members, administers the charity. The trustees are all individuals and offer their services on a voluntary basis.

The Board of Trustees meet at least four times a year with extra meetings held when necessary. The Board elects a Chair, Vice-Chair, Treasurer and Secretary from among the trustees. The Board of Trustees may constitute committees for specific purposes from time to time, and has constituted a standing Finance Committee, which includes the Chair and Treasurer, to deal with detailed financial matters, and a standing HR Committee, which includes the Vice-Chair and deals with staffing and recruitment policies and procedures. The Finance Committee meets before each board meeting, while the HR Committee meets periodically when required.

The present Board of Trustees incorporates a wide and diverse range of experience, expertise and skills necessary to effectively lead and manage the charity with trustees having a broad knowledge and skills base including: arts and cultural sector; law; financial strategy and risk management; teaching and higher education; and communications and business strategy.

Our policy is to ensure that the Board of Trustees is representative of the diversity of West Yorkshire and the wider population of the UK and that the composition of the Board appropriately reflects the scope of our operations, and the needs of our communities, audiences and stakeholders.

We aim to increase our pool of potential trustees to ensure that we deliver on this commitment and address any skills and expertise gaps that may emerge as a result of retirements/resignations from the Board. We openly communicate opportunities for Board involvement and trustee recruitment and have a clear procedure for recruiting and selecting potential new trustees.

Trustee Induction and Training

Potential trustees are invited to attend a board meeting as an observer prior to being invited to become a trustee. New trustees meet with the Chair of the Board and receive a comprehensive induction pack that includes details of their legal obligations and duties. They are also provided with

appropriate induction and training, including briefing sessions by the Senior Management Team. The Board of Trustees holds annual away days to address training needs and the charity's strategic aims.

Organisational Structure

The Trustees are responsible for the strategic direction, leadership, management and policy of the charity. The Trustees are supported in their work by the Director, who in turn manages a small staff team of between 4-6 employees including a Partnerships & Operations Director. The Director works to agreed levels of delegated authority reporting to the Board of Trustees. The Director and Partnerships & Operations Director form the executive Senior Management Team.

We continually monitor the organisation's structure and staffing to ensure that we have the right resources, skills and expertise to deliver our charitable objects.

Pay and Remuneration of the Charity's Key Management Personnel

The pay and remuneration of key management personnel is agreed by the Board of Trustees during the annual budgeting process. Pay is benchmarked against similar jobs in the arts and charitable sectors regionally.

Wider networks

ILF works closely with several key strategic partners including: The University of Leeds Cultural Institute, Bradford Metropolitan Council and Bradford 2025, as well as publisher Peepal Tree Press and SI Leeds International with whom ILF partners on the awarding of a biennial literary prize for new writing by Black and Asian women. ILF is a member of the British Arts Festival Association (BAFA).

Relationships between the charity and related parties

The charity has a close relationship with Arts Council England in Yorkshire and is currently part of its National Portfolio of funded organisations. The organisation nominates an observer to the Board of Trustees and provides funding to enable the charity to carry out its charitable objectives. The charity received revenue core funding grants amounting to £139,953 (2019: £137,424) from Arts Council England Yorkshire during the year.

Relationships with other groups, charities and individuals

Valuable partnerships this year included New Writing North, Manchester Literature Festival, Off The Shelf (Sheffield), Speaking Volumes, the Working Class Writers' Nature Award, the Land Lines Project, Stute Theatre, Keighley Creative, Ilkley Manor House Trust, the Ilkley Cultural Co-operative and The Walter Swan Trust.

FINANCIAL REVIEW

The net income for the year was £1,147 including net income of £2,147 on unrestricted funds and net expenditure of £1,000 on restricted funds.

This outcome is the result of careful financial management during the pandemic, adjusting delivery plans to adapt to forecasted income levels and assistance from national and local emergency grant schemes.

Principal Funding Sources

During 2020/21, ILF's principal sources of income were grants from Arts Council England and Bradford Metropolitan District Council, and emergency grants from the national government's Coronavirus Job Retention Scheme and Bradford MDC's Local Restriction (Covid) Local Authority Grant.

Grants from public bodies – Arts Council England, Bradford Metropolitan District Council and the Coronavirus Job Retention Scheme – totalled £193,703 in 2020/21, 85% of all income. This represents a significant rise from just 35% in 2019/20.

In the financial year ended 31 March 2021, the events income from ticket sales to live literature events and other associated income was only £2,498 (2019: £192,262), a drop from 46% of all income in 2019/20 to just 1%.

Contributed income from corporate sponsorship, individual giving through our charity's Friends membership scheme and other donations held steady at 11% of income in 2020/21 matching the percentage from previous year if not the amount of income. We are more grateful than ever for the loyal support of all our Friends, Patrons and other donors.

A 10-week internship placement for a Digital Content Intern was generously funded by the University of Leeds, shown in restricted grants.

Support in kind was provided in the provision of speakers and workshop leaders from the University of Leeds.

Reserves Policy

The Trustees' policy is that the charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

The Trustees carefully considered the financial obligations of the charity and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the charity's aims. These are reviewed on an annual basis with the most recent review undertaken and approved by the Board of Trustees on 28 January 2021.

The lower level is set at £30,000 representing approximately three months of contracted costs. The upper level is set at £65,000 representing the projected unrestricted funds that the charity requires, based on a review of the budget for the forthcoming year and the risks associated with the delivery of that budget.

Unrestricted reserves at 31 March 2021 were £56,000 (31 March 2020 - £56,083). This is within the target range; however, the Trustees anticipate this will reduce by March 2022 due to the impact of Covid-19 on ticket sales.

Risk Management

The Trustees are responsible for the charity's risk strategy and appetite and employ a formal risk management process. This includes:

- An annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

In addition, the Finance Sub-Committee has been granted devolved responsibility to lead on the development and oversight of risk management strategies and procedures as a standing agenda item at its quarterly meetings.

Operational risks are managed by ensuring robust policies and procedures are in place, and by appropriate training for staff and volunteers working in all relevant areas.

Risks and uncertainties facing the charity

The impact of the Covid-19 pandemic on the charity's ability to operate in line with our established business model in the short-to-medium term remains extremely significant. At the time of writing, in July 2021, the UK Government has lifted all legal remaining public health restrictions, including those on the holding of live indoor events. However, research data shows audience confidence levels at the prospect of returning to live events without Covid-19 precautions, such as social distanced seating and the wearing of face coverings, remain low. When surveyed in May 2021, 43% of previous audience attenders responding to our survey said that the implementation of social distancing was 'essential' to their return to live events. Needless to say, the reluctance of audiences to return to full capacity venues is likely to have an impact on ticket incomes for 2021 activities.

However, ILF has shown its ability to adapt to challenging circumstances and to successfully manage risk during the first year of the Covid-19 pandemic. Our reserves levels going into 2021/22 are still strong and we are fortunate as a National Portfolio Organisation (NPO) to have had our annual funding from Arts Council England extended to the end of March 2023, rather than March 2022 as originally planned. With this financial support in place, ILF is not facing an immediate threat to its future as a going concern. However, with a business model dependent on being able to generate significant ticket income to support our activities and fund our staffing and overhead costs, the challenges related to customer confidence are of concern and will require careful budget forecasting and close control of costs in the short-to-medium term.

PLANS FOR FUTURE PERIODS

The Trustees and Senior Management Team carried out a strategic review in January 2020 which identified key findings and set out recommendations to improve ILF's relevance, resilience and artistic vision in line with Arts Council England's 'Let's Create' strategy for 2020-30.

Following the review, in consultation with key stakeholders including Arts Council England, our organisation has set the following six strategic aims for our future development:

1. to reposition our organisation internally and externally as a literature development agency serving our wider local communities
2. to increase access to culture and creativity in our local communities across the Bradford and Craven districts
3. to continue to develop our commissioning of new writing and support for emerging writers
4. to maintain our commitment to artistic quality and inclusivity
5. to increase investment in the development of our digital capacity
6. to improve our resilience and ability to adapt to challenges

These aims will serve to guide our operational decision making through the public health and economic challenges caused by the Covid-19 pandemic and beyond as we look to ILF's 50th anniversary in 2023.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law requires the Trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- Adhere to agreed procedures for managing conflicts of interest;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Financial Statements and Independent Review

In line with recommended best practice from the Charity Commission, the charity's financial statements for year ending 31 March 2021 have been subject to Independent Review and approved by a fully qualified Independent Examiner.

This report was approved by the Board of Trustees on 23 September 2021.



NIGEL WALSH

Chair of the Board, Director and Trustee
Ilkley Literature Festival Limited

Independent examiner's report to the trustees of Ilkley Literature Festival Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021 which are set out on pages 24 to 32.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of Body which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Signed:  Name: Rhys North

Relevant professional qualification or body: ACA

Date: 1st October 2021

West Yorkshire Community Accounting Service

Stringer House, 34 Lupton Street

Leeds

LS10 2QW

Ilkley Literature Festival Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	172,651	28,685	201,336	176,946
Contributed income		21,448	-	21,448	45,752
Events income		2,498	-	2,498	192,262
Young People income		1,260	-	1,260	5,324
New writing and talent development		1,317	-	1,317	-
Other income		-	-	-	2,175
Total income		<u>199,174</u>	<u>28,685</u>	<u>227,859</u>	<u>422,459</u>
Expenditure on:					
Salaries and NIC	(3)	97,292	14,569	111,861	103,384
Freelance staff and other staff costs		10,150	-	10,150	14,184
Event costs		12,299	-	12,299	154,507
Box office costs		8,226	-	8,226	12,948
Young People costs		11,134	2,166	13,300	18,781
New writing and talent development costs		6,242	700	6,942	-
Community costs		11,765	15,250	27,015	-
Contributed income costs		786	-	786	3,734
Marketing costs		4,778	-	4,778	39,392
Premises costs		14,042	-	14,042	13,209
Administrative expenses		12,323	-	12,323	11,349
Fees and subscriptions		3,620	-	3,620	10,413
Depreciation		1,370	-	1,370	3,570
Total expenditure		<u>194,027</u>	<u>32,685</u>	<u>226,712</u>	<u>385,471</u>
Net income / (expenditure)		5,147	(4,000)	1,147	36,988
Transfers between funds		<u>(3,000)</u>	<u>3,000</u>	<u>-</u>	<u>-</u>
Net movement in funds		2,147	(1,000)	1,147	36,988
Fund balances brought forward		<u>56,574</u>	<u>1,000</u>	<u>57,574</u>	<u>20,586</u>
Fund balances carried forward	(4)	<u>58,721</u>	<u>-</u>	<u>58,721</u>	<u>57,574</u>

All incoming resources and resources expended derive from continuing activities.

Ilkley Literature Festival Limited
Balance Sheet
as at 31 March 2021

	Notes	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Fixed assets					
Tangible assets	(5)	2,721	-	2,721	491
Total fixed assets		<u>2,721</u>	<u>-</u>	<u>2,721</u>	<u>491</u>
Current assets					
Debtors and prepayments	(6)	6,816	-	6,816	2,111
Cash at bank and in hand	(7)	67,908	5,100	73,008	69,546
Total current assets		<u>74,724</u>	<u>5,100</u>	<u>79,824</u>	<u>71,657</u>
Current liabilities: amounts falling due within one year					
Creditors and accruals	(8)	18,724	5,100	23,824	14,574
Total current liabilities		<u>18,724</u>	<u>5,100</u>	<u>23,824</u>	<u>14,574</u>
Net current assets / (liabilities)		<u>56,000</u>	<u>-</u>	<u>56,000</u>	<u>57,083</u>
Net assets		<u>58,721</u>	<u>-</u>	<u>58,721</u>	<u>57,574</u>
Funds					
Unrestricted funds		58,721	-	58,721	56,574
Restricted funds		-	-	-	1,000
Total funds		<u>58,721</u>	<u>-</u>	<u>58,721</u>	<u>57,574</u>


For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the Board of Trustees on

Date: 23/09/2021

Signed: 

(Trustee) and Chris

Name: Nigel WALSH

Ilkley Literature Festival Limited

**Notes to the accounts
for the year ended 31 March 2021**

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 4 years

Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2021

2. Grants and Donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Arts Council England	139,953	-	139,953	137,424
City of Bradford Metropolitan District Council	10,500	-	10,500	10,500
Local Restriction (Covid) Local Authority Grant	19,431	-	19,431	-
HMRC Job Retention Scheme	-	11,569	11,569	-
BMDC LIT	-	11,250	11,250	-
Groundwork	-	1,166	1,166	-
Walter Swan Trust	-	700	700	-
BMDC Culture is our plan	-	1,000	1,000	-
University of Leeds	-	3,000	3,000	-
Ilkley Town Council	-	-	-	4,085
Crowdfunder	-	-	-	1,958
Small donations	2,767	-	2,767	1,357
Donations in kind	-	-	-	9,438
Paul Hamlyn Fund	-	-	-	11,184
Makers of Playing Cards	-	-	-	1,000
	<u>172,651</u>	<u>28,685</u>	<u>201,336</u>	<u>176,946</u>

3. Staff costs and numbers

	2021	2020
	£	£
Gross salaries	104,424	96,403
Social security costs	5,261	4,935
Pensions	2,176	2,046
	<u>111,861</u>	<u>103,384</u>

	2021	2020
	£	£
Other salary costs are charged to the following cost lines		
Event costs	-	3,027
Young People costs	685	940
	<u>685</u>	<u>3,967</u>

The average number employees during the year was 5.3, being an average of 4.2 full time equivalent (2020: 6.7, 4 FTE).

Freelance and other staff costs	<u>10,150</u>	<u>14,184</u>
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Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2021

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	2,176	2,046
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4. Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC (LIT)	-	11,250	14,250	3,000	-
Groundwork	-	1,166	1,166	-	-
Walter Swan Trust	-	700	700	-	-
BMDC (Culture is our plan)	-	1,000	1,000	-	-
University of Leeds	-	3,000	3,000	-	-
HMRC Job Retention Scheme	-	11,569	11,569	-	-
Makers of Playing Cards	1,000	-	1,000	-	-
	<u>1,000</u>	<u>28,685</u>	<u>32,685</u>	<u>3,000</u>	<u>-</u>

Fund name	Purpose of restriction
BMDC (LIT)	Festival of Light funded by BMDC. The transfer is to cover a planned contribution to the project from ILF funds.
Groundwork	Young Writers workshop costs
Walter Swan Trust	Poetry Competition prize money
BMDC (Culture is our plan)	BMDC Cultural Strategy Consultation
University of Leeds	Graduate internship placement funding
HMRC Job Retention Scheme	Furlough scheme to support employment costs
Makers of Playing Cards	To provide support for Young Writers activities

Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2021

5. Tangible assets

	Office Equipment	Furniture and Fixtures	Total £
Cost			
At 1 April 2020	18,146	11,694	29,840
Additions	3,600	-	3,600
At 31 March 2021	<u>21,746</u>	<u>11,694</u>	<u>33,440</u>

Depreciation

At 1 April 2020	18,074	11,275	29,349
Charge for year	1,247	123	1,370
At 31 March 2021	<u>19,321</u>	<u>11,398</u>	<u>30,719</u>

Net book value

At 31 March 2021	<u>2,425</u>	<u>296</u>	<u>2,721</u>
At 31 March 2020	<u>72</u>	<u>419</u>	<u>491</u>

6. Debtors and prepayments

	2021 £	2020 £
Debtors	1,360	210
Prepayments	5,456	1,901
	<u>6,816</u>	<u>2,111</u>

7. Cash at bank and in hand

	2021 £	2020 £
Current account	72,760	69,269
Savings account	125	125
Cash in hand	123	152
	<u>73,008</u>	<u>69,546</u>

8. Creditors and accruals

	2021 £	2020 £
Trade creditors	354	54
Accruals	20,981	12,803
PAYE, NI	2,389	1,616
Other creditors	100	101
	<u>23,824</u>	<u>14,574</u>

Ilkley Literature Festival Limited
Notes to the accounts continued
for the year ended 31 March 2021

9. Related Party Transactions

Trustee expenses

No trustee received any expenses during this year.

Last year one trustee received £8 for travel costs.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Key management personnel

The key management personnel of the charity comprises the Director and Partnerships & Operations Director.

The total employee benefits of the key management personnel of the charity were £58,751 (2020: £57,986).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

	2021	2020
	£	£
Independent Examiners Fee	1,500	1,500

10. Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment expires:

	2021	2020
	£	£
Within one year	11,185	3,429
In the second to fifth years inclusive	16,854	1,121
Over five years from the balance sheet date	-	-
	<u>28,039</u>	<u>4,550</u>

Ilkley Literature Festival Ltd

Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	172,651	149,281	28,685	27,665	201,336	176,946
Contributed Income	21,448	45,752	-	-	21,448	45,752
Events income	2,498	192,262	-	-	2,498	192,262
Young People income	1,260	5,324	-	-	1,260	5,324
New writing and talent development	1,317	-	-	-	1,317	-
Other income	-	2,175	-	-	-	2,175
Total income	199,174	394,794	28,685	27,665	227,859	422,459
Expenditure						
Salaries and NI	97,292	103,384	14,569	-	111,861	103,384
Freelance staff and other staff costs	10,150	13,527	-	657	10,150	14,184
Event costs	12,299	144,974	-	9,533	12,299	154,507
Box office costs	8,226	12,948	-	-	8,226	12,948
Young people costs	11,134	18,781	2,166	-	13,300	18,781
New writing and talent development costs	6,242	-	700	-	6,942	-
Community costs	11,765	-	15,250	-	27,015	-
Contributed income costs	786	3,734	-	-	786	3,734
Marketing costs	4,778	30,307	-	9,085	4,778	39,392
Premises costs	14,042	13,209	-	-	14,042	13,209
Administrative expenses	12,323	11,349	-	-	12,323	11,349
Fees and subscriptions	3,620	7,175	-	3,238	3,620	10,413
Depreciation	1,370	3,570	-	-	1,370	3,570
Total expenditure	194,027	362,958	32,685	22,513	226,712	385,471
Net gains/(losses) on investments	-	-	-	-	-	-
Net income / (expenditure)	5,147	31,836	(4,000)	5,152	1,147	36,988
Transfers between funds	(3,000)	4,152	3,000	(4,152)	-	-
Net movement in funds	2,147	35,988	(1,000)	1,000	1,147	36,988
Fund balances brought forward	56,574	20,586	1,000	-	57,574	20,586
Fund balances carried forward	58,721	56,574	-	1,000	58,721	57,574