

## THE HENLEY YOUTH FESTIVAL TRUST – ANNUAL REPORT 2023

Registered Number: 1044280

Henley Youth Festival's (the "Trust" or "HYF") registered address is Berrywood, Stoke Row Road, Kingwood, Henley on Thames, Oxfordshire, RG9 5NG

The Trustees for the year from 1 September 2022 until 31 August 2023 were:

Joanna Dickson

Alison Flower

Tim Hoskins

Kate Swinburne-Johnson

Denise Williams

### Aims and Purpose

The Trust was established under a Trust Deed dated 1st January 1995 with the objects of supporting and promoting the arts, music, drama, dance, sports and other skills amongst the young people of Henley on Thames and its surrounding area.

### Objectives and Activities

HYF supports and promotes the performing, visual arts, sporting events and nurtures other skills through a variety of workshops and competitions. Workshops in local schools ensure that every child in Henley and its surrounds gets the chance to take part.

HYF empowers young people by encouraging them to enter events individually and to prepare their performances or artwork independently. Older students can get involved in the running of HYF, giving them valuable experience for work or further education.

The Trust runs an annual "Youth Festival" which takes place over a couple of weeks each March. Henley Youth Festival has several component parts:

- Performing Arts Events – including Music Makers, Gig Night and events incorporating music, dance and singing held at the Kenton Theatre;
- Cross country run open to all children in key stage 1 and 2 in all participating primary schools and Years 7 and 8 of secondary school;
- Performance, art, music and sports workshops. Through a programme of workshops for schools every child has the opportunity to take part in HYF in some way. Some workshops take place in schools and others take place in venues where schools bring groups of children to attend;
- Competitions in the creative arts, such as writing, photography, film making and art.

HYF is launched in January each year. A programme is produced and available on the website, social media and in various locations around town and it is sent to schools. In addition to the programme, HYF website and social media, local press releases inform young people and their families what is being offered so encouraging wide involvement. All HYF events are free to the participating young person. For certain workshops, schools are asked to make a small contribution. Where a school might require transport to attend an event, and this has been a barrier to participation (e.g. where coach travel is required), HYF will try to assist from its own funds.

The Trustees hold that the purposes and activities of the Trust have been to further its charitable purposes for the public benefit and in exercising their powers and duties, the Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### **Administration**

The day to day running of the Trust is managed by a Steering Group of volunteers with differing skills and responsibilities which meets regularly and which is co-ordinated by a Chair. The activities of the Steering Group are overseen by the Trustees who meet 3 times a year to give the Steering Group directional guidance, to discuss budgets and finance, to approve policies and practices and to consider any other matters as appropriate. Trustee meetings are attended by the chairs of Steering Group and by the Honorary Treasurer. The Trustees have appointed a Clerk to assist with the administration of the activities of the Trust and to assist the Steering Group. The Trustees receive minutes of all Steering Group meetings. In addition, a large group of volunteers help run the HYF events.

New Trustees are recruited on the basis of personal attributes and skills and interest in the objects and aims of the Trust. All Trustees have a knowledge of the issues and practicalities of running Henley Youth Festival.

### **Financial Review – policy on reserves**

The Trust's financial year ending 31st August 2023 saw a contribution to reserves of £8,025.98.

The surplus in 2023 will be used to help rebuild reserves, which were depleted by deficits incurred in 2013, 2014, 2019 and 2021. The Trustees' policy is to carry reserves largely sufficient to fund the following year's Festival given that the nature of the activities is such that significant expenditure has to be committed before knowing how much sponsorship will be secured. The prudence of this policy was shown in financial years 2013, 2014, 2019 and 2021 where deficits were incurred and Trust reserves were required.

The Trustees are aware that costs of all of HYF's activities have increased – particularly the cost of hiring the Kenton Theatre (despite receiving a charity discount on the market rate) and those of workshop and performance providers.

### **Review of achievements and activities:**

The 29th HYF 2023 was another hugely successful year. The theme in 2023 was Going Green.

Over 2,000 children aged from 5-18, from 13 schools took part in different events and activities, thanks to the dedication and creativity of a team of volunteers. As always Henley Youth Festival could not take place without the financial support of local businesses and organisations. In addition, the Friends of Henley Youth Festival encouraged individual donations to help support the running of the event.

HYF provided approximately 1,000 workshop places and 82 hours of educational workshops for 9 primary schools in the Henley area. A variety of workshops were provided within schools and at the Kenton Theatre, including Young Shakespeare Company (who performed Hamlet), a science workshop by Stefan Gates, the wonderful Scarlet Oak Company who enchanted KS1 pupils with the 'Zoo that Comes to You', Flamenco workshops and a range of art workshops.

Primary school children participated in Music Makers which gave an opportunity for young musicians of all ages and abilities to perform to friends and family. Twenty performances were given over 2 Music Makers shows. A range of musical instruments were played in group and individual performances including the bagpipes!

The Art & Film competition was popular as always and over 100 people attended the Art & Film prizegiving ceremony. As well as individual pieces there were collaborative pieces. It was pleasing to see a good number of entries in the senior (12-17 years) age category.

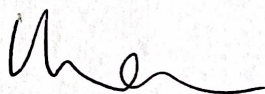
The Writing Competition mainly saw entries from the primary age category but they included lovely interpretations of the Going Green theme.

The Young Reporter competition attracted budding young journalists age 11 and over who reported on the HYF events and had their stories published in the local paper.

The HYF cross country run was held again and saw over 200 children take part over a course that ranged from 0.5km for the youngest competitors (reception, age 5) to 1.6km for the oldest runners.

Gig Night, Young Performer and Variety took place at the Kenton Theatre. More than 80 performers in group and individual performances enjoyed experiences on the Kenton Theatre stage. This included dance, ballet, gymnastics, jazz, classical, song. Young presenters were MCs for the evening and introduced the acts.

Approved by the Trustees on 21<sup>st</sup> May 2024 and signed on their behalf by:




Kate Swinburne-Johnson  
HYF Trustee

Henley Youth Festival  
Statement of Incomes and Expenditures  
 For the Year Ended 31 August 2023

<u>Incomes</u>	2021/22	2022/23	% Change	<u>Expenditures</u>	2021/22	2022/23	% Change
<b><u>Donations to HYF</u></b>							
Easy Fundraising	92.47	63.89					
Collection buckets	95.46	124.20					
Paypal	7.51	0.00					
	<b>195.44</b>	<b>188.09</b>	<b>-4%</b>				
<b><u>Fund Raising and Events</u></b>				<b><u>Fund Raising and Events</u></b>			
Kenton performances	2,246.84	2,719.82		Kenton performances	4,504.17	3,091.60	
Music Makers	0.00	0.00		In-school workshops	2,490.00	4,070.00	
Secretarial admin	8.00	0.00		School performances	3,345.00	7,091.30	
Gig night	0.00	0.00		Marketing	1,603.34	1,075.92	
Art competitions	0.00	0.00		Admin and insurance	2,225.26	1,597.80	
Sponsorship	16,795.68	19,450.00		Secretarial admin	2,274.00	1,897.75	
Late night shopping	125.60	289.74		Gig night	736.84	956.80	
School Performances	1,028.00	5,560.00		Art competitions	945.81	233.99	
				HYF Run	200.00	0.00	
				Music Makers	20.58	55.45	
				Late Night Shopping	82.14	15.00	
	<b>20,204.12</b>	<b>28,019.56</b>	<b>39%</b>		<b>18,427.14</b>	<b>20,085.61</b>	<b>9%</b>
				<b><u>Other Expenditures</u></b>			
				Bank charges	48.64	61.26	
				Other	55.08	34.80	
					<b>103.72</b>	<b>96.06</b>	<b>N/A</b>
<b>TOTAL INCOME</b>	<b>20,399.56</b>	<b>28,207.65</b>	<b>38%</b>	<b>TOTAL EXPENDITURE</b>	<b>18,530.86</b>	<b>20,181.67</b>	<b>9%</b>
<b>TOTAL DEFICIT</b>	<b>N/A</b>	<b>N/A</b>		<b>TOTAL SURPLUS</b>	<b>1,868.70</b>	<b>8,025.98</b>	

Note: the increased surplus in 2022/23 was due in large part to increased fundraising efforts, timing of receipt of a multi-year grant from Henley Town Council (meaning receipt of an additional £1500 not attributable to this financial year) and the last-minute cancellation of certain in-school workshops due to circumstances beyond our control

  
 K. Swinburne-Johnson Trustee 13.6.24

HENLEY YOUTH FESTIVAL 2023  
Balance Sheet

	<u>31/08/2022</u>	<u>31/08/2023</u>
HSBC Cash Account	19,015.16	27,041.14
Other Account	0.00	0.00
Accumulated Fund	19,015.16	27,041.14
	Surplus / (Deficit)	8,025.98

			<u>Variance</u>	
Check :	S / (D) from R&P	8,025.98	0.00	Check 1 - Against total receipts less total payments.
	S / (D) from I&E	8,025.98	(0.00)	Check 2 - Against total incomes and expenditures.

Note :

KS  
13.6.24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

HENLEY YOUTH FESTIVAL TRUST

On accounts for the year ended

31 AUGUST 2023

Charity no (if any)

1044280

Set out on pages

1 - 6 (Report and accounts)

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

24/6/2024

Name:

ROBIN PINCOTT FCA

Relevant professional qualification(s) or body

ICAEW

(if any):

[Empty box]

Address:

11 CLIFTON PARK ROAD, CAVERHAM, READING  
RG4 7PD

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None identified.