

**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**

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<b>Contents</b>	<b>Page</b>
Trustees' report	3-21
Examiner's report	22
Statement of financial activities	23
Balance sheet	24
Notes to the accounts	25-31

## 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
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.

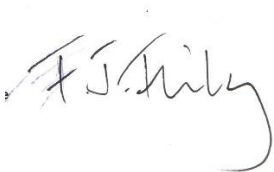
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets 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 £
<b>Income from:</b>					
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
<b>Total income</b>		<b>313,902</b>	<b>15,453</b>	<b>329,355</b>	<b>294,664</b>
<b>Expenditure on:</b>					
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
<b>Total expenditure</b>		<b>316,405</b>	<b>18,558</b>	<b>334,963</b>	<b>283,285</b>
<b>Net income / (expenditure)</b>		<b>(2,503)</b>	<b>(3,105)</b>	<b>(5,608)</b>	<b>11,379</b>
<b>Transfers between funds</b>			-	-	-
<b>Net movement in funds</b>		<b>(2,503)</b>	<b>(3,105)</b>	<b>(5,608)</b>	<b>11,379</b>
<b>Fund balances brought forward</b>		<b>65,100</b>	<b>5,000</b>	<b>70,100</b>	<b>58,721</b>
<b>Fund balances carried forward</b>	(4)	<b>62,597</b>	<b>1,895</b>	<b>64,492</b>	<b>70,100</b>

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 £
<b>Fixed assets</b>					
Tangible assets	(5)	904	-	904	3,080
<b>Total fixed assets</b>		<u>904</u>	<u>-</u>	<u>904</u>	<u>3,080</u>
<b>Current assets</b>					
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
<b>Total current assets</b>		<u>76,285</u>	<u>1,895</u>	<u>78,180</u>	<u>86,320</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(8)	14,592	-	14,592	19,300
<b>Total current liabilities</b>		<u>14,592</u>	<u>-</u>	<u>14,592</u>	<u>19,300</u>
<b>Net current assets / (liabilities)</b>		<u>61,693</u>	<u>1,895</u>	<u>63,588</u>	<u>67,020</u>
<b>Net assets</b>		<u>62,597</u>	<u>1,895</u>	<u>64,492</u>	<u>70,100</u>
<b>Funds</b>					
Unrestricted funds		62,597	-	62,597	65,100
Restricted funds		-	1,895	1,895	5,000
<b>Total funds</b>		<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.

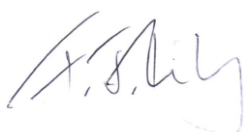
The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act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

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

<b>4. Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/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>

<b>Fund name</b>	<b>Purpose of restriction</b>
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 £
<b><u>Cost</u></b>			
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>
<b><u>Depreciation</u></b>			
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>
<b><u>Net book value</u></b>			
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
	£	£	£	£	£	£
<b>Income</b>						
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
<b>Total income</b>	<b>313,902</b>	<b>226,190</b>	<b>15,453</b>	<b>68,474</b>	<b>329,355</b>	<b>294,664</b>
<b>Expenditure</b>						
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
<b>Total expenditure</b>	<b>316,405</b>	<b>226,646</b>	<b>18,558</b>	<b>56,639</b>	<b>334,964</b>	<b>283,285</b>
Net gains/(losses) on investments	-	-	-	-	-	-
<b>Net income / (expenditure)</b>	<b>(2,503)</b>	<b>(456)</b>	<b>(3,105)</b>	<b>11,835</b>	<b>(5,608)</b>	<b>11,379</b>
<b>Transfers between funds</b>		<b>6,835</b>		<b>(6,835)</b>		
<b>Net movement in funds</b>	<b>(2,503)</b>	<b>6,379</b>	<b>(3,105)</b>	<b>5,000</b>	<b>(5,608)</b>	<b>11,379</b>
<b>Fund balances brought forward</b>	<b>65,100</b>	<b>58,721</b>	<b>5,000</b>	<b>-</b>	<b>70,100</b>	<b>58,721</b>
<b>Fund balances carried forward</b>	<b>62,597</b>	<b>65,100</b>	<b>1,895</b>	<b>5,000</b>	<b>64,693</b>	<b>70,100</b>