

WINCHESTER POETRY FESTIVAL

England & Wales · Charity number 1150997

Details

Status Registered

Legal form Trust

Registered 2013-02-27

Register [View on the Charity Commission register](#)

Contact

Address c/o Faculty of Arts
University of Winchester
Sparkford Road
Winchester
SO22 4NR

Phone 07557236890

Email hello@winchesterpoetryfestival.org

Website www.winchesterpoetryfestival.org

Activities

Objects: 1. TO EDUCATE THE PUBLIC IN THE ARTS WITH PARTICULAR REFERENCE TO POETRY. 2. TO ENCOURAGE THE ENJOYMENT, APPRECIATION AND PRACTICE OF LITERATURE, THE BENEFICIARIES BEING PEOPLE OF ALL AGES THROUGHOUT HAMPSHIRE.

Activities: The first major festival in the south of England dedicated to poetry. It is intended to celebrate poetry within a civic environment in order to ensure the widest possible degree of public awareness and enjoyment. The festival aims to establish a structure, style and necessary partnerships for it to become a biennial event after the inaugural festival of 2014.

Classification

- **How:** Provides Services, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Hampshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £54,671 | £34,769 | - | - |
| 2023-12-31 | £33,338 | £44,988 | - | - |
| 2022-12-31 | £22,301 | £38,805 | - | - |
| 2021-12-31 | £50,536 | £48,638 | - | - |
| 2020-12-31 | £47,650 | £33,800 | - | - |

Trustees

| Name | Role | Appointed |
|---------------------------------|------|------------|
| Abanti Mukhopadhyay Chakrabarty | | 2023-06-27 |
| Andrew O'Hanlon | | 2025-06-30 |
| David Hill | | 2025-06-30 |
| JANE VERSTEEG BRYANT | | 2020-11-09 |
| Jeremy Wikeley | | 2024-01-22 |
| Jo Fisher | | 2024-01-22 |
| Jonathan Whitfield | | 2017-06-05 |
| Susmita Bhattacharya | | 2020-11-09 |

WINCHESTER POETRY FESTIVAL

England & Wales - Charity number 1150997

Accounts



Trustees' Annual Report for the period

| | | | |
|-------------|-------------------|------------------|-----------|
| | Period start date | Period end date | |
| From | 1 January 2024 | 31 December 2024 | To |

Section A Reference and administration details

Charity name WINCHESTER POETRY FESTIVAL

Other names charity is known by

Registered charity number (if any) 1150997

Charity's principal address

| | |
|----------------------------|----------|
| c/o Faculty of Arts | |
| University of Winchester | |
| Sparkford Road, Winchester | |
| Postcode | SO22 4NR |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---|--|-----------------------------------|---|
| 1 | Jane Bryant | Chair | | Winchester Poetry Festival |
| 2 | Rupert Nabarro | Trustee | | |
| 3 | Jon Whitfield | Trustee | | |
| 4 | Bear Shaw | Trustee | | |
| 5 | Jillian Saucier | Trustee | | |
| 6 | Susmita Bhattacharya | Trustee | | |
| 7 | Abanti Chakrabarty Mukhopadhyay | Trustee | Appointed June 2023 | |
| 8 | Aisling O'Toole | Trustee | Appointed 22/01/2024 | |
| 9 | Jo Fisher | Trustee | Appointed 22/01/2024 | |
| 10 | Jeremy Wikeley | Trustee | Appointed 22/01/2024 | |
| | Names of the trustees for the charity, if any, (for example, any custodian trustees) | | | |
| | Name | Dates acted if not for whole year | | |
| | | | | |
| | | | | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------------|---------|
| Treasurer | Sue Spiers | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

Amy Juliet Brown (Festival Manager); Clare Pollard (Artistic Director) – Both freelance contracts.

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---------------------|
| Type of governing document (eg. trust deed, constitution) | Trust Deed |
| How the charity is constituted (eg. trust, association, company) | Trust |
| Trustee selection methods (eg. appointed by, elected by) | Elected by Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees consider areas of risk at each trustee meeting via a regularly updated risk register, considering appropriate mitigation plans and actions.

Additional governance information

- New trustees are provided with guidance and information to allow them to undertake their roles effectively.
- The formal business of the charity is conducted through regular trustee meetings (generally 4 to 5 meetings per year).

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

1. To educate the public in the arts with particular reference to poetry.
2. To encourage the enjoyment, appreciation and practice of literature, the beneficiaries being people of all ages throughout Hampshire

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The principal activity of the charity is to organise and present a biennial festival of poetry in Winchester, together with associated events, which also maintain a year-round presence.

The trustees, in making decisions about the festival and associated activities, have held due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

WINCHESTER POETRY FESTIVAL'S mission is to share, celebrate and champion poetry of all kinds; we believe in the power of poetry to bring us together and make a positive, enriching difference to our lives. While WPF is international in outlook, our commitment to reaching under-represented voices and those experiencing challenges is key.

During 2024, Winchester Poetry Festival (WPF) was very active throughout the year programming a wide range of activities and growing our reputation as an increasingly year-round organisation. As a key highlight of our annual programme, we delivered a Poetry Day in October. Our events this year have been focused on maintaining our commitment to accessibility, inclusion and collaboration. These events allow us to build and strengthen partnerships and grow and develop our network of communities. The following is a summary of the principal activities during the year.

Appointment of the new Hampshire Poet 2024/2026

After a strong set of applications and working in partnership with Hampshire Cultural Trust (HCT), WPF selected [Damian Kelly-Basher](#) as the new Hampshire Poet for 2024 and 2025. Damian is the first male Hampshire Poet since 2012, and one of the few male applicants to apply for the role this year. He is also very active within the poetry scene locally. Damian has already visited multiple poetry open mic nights in Hampshire, and introduced himself to cultural organisations. As well as formulating his own projects (Festival of Surrealism), he is/has been engaged in a number of 2024 activities (as outlined below).

Winchester Poetry Festival at Sound Winchester Launch event: February 2024

Attended by over 50 people, WPF delivered a community poetry session as part of Sound Winchester Launch at The Arc, supporting local poet performances by Winchester Muse and Poetry Platform in an engaging session attracting a large and diverse audience.

Winchester Poetry Festival at Bournemouth Writing Festival: April 2024

WPF was delighted to be invited by Bournemouth Writing Festival – a city-wide literary festival “inspiring writers to write” - to curate a full day of drop-in activities inspiring wordplay and expression through poetry, taking place as part of the festival programme in April. We programmed a range of sessions including:

- Bloodaxe Books poet (and Poetry Ambassadors mentee, [Kaycee Hill](#),
- Aiysha Jahan from transnational writing development scheme [Write Beyond Borders](#),
- [Hampshire Poet Damian Kelly-Basher](#), and award winning writer and poet, [Estelle Phillips](#).

Activities included Truck Art Poetry exploring the slogans/artwork of Pakistan's jingle trucks; poetry collage; using non-verbal prompts from nature; surrealism in poetry; and a Community Landscape Poem for Bournemouth from submissions collated in person and via social media.

Hampshire Young Poets' competition 2024

The Hampshire Young Poet's Competition, an ongoing collaboration with Hampshire Cultural Trust has been growing in popularity since its inception in 2017/18, with 2024 experiencing the largest number of entries ever (600+ poems (2023: 200 entries). This year's theme, “Our World, Our Planet” also attracted good press coverage. Sponsored by Paris Smith and independent bookshop, PG Wells, the latter set up a ‘Poetry Writing Desk’ at the shop for the duration of the competition inspiring children to both write and submit entries via the shop. Hampshire Poet, Damian, was the competition judge.

Mother Tongue Poetry Evening: A celebration of languages at their most beautiful: May 2024

With a grant from Winchester City Council, WPF invited Susmita Bhattacharya and Aiysha Jahan from [Write Beyond Borders](#) to facilitate a celebration of languages and multilingualism. Our Mother Tongue Poetry Evening brought people from diverse cultures to share poems (their own or others), that were written in their “mother tongue”. Languages represented from our community were: Portuguese, Welsh, Hindi, Maltese, Malayalam, French, Spanish, Romany, Ukrainian, Russian, English, Urdu, Dutch, Bengali, Hausa, Japanese, Arabic and Italian. The poems created in this session were performed to those in attendance and shared on our social media channels.

"We don't always understand languages, but we can feel the passion and open feelings of poetry, especially in the mother tongue. We are all different, but creativity, the desire to learn new things and at the same time the preservation and desire to share our culture and identity can build bridges, not borders." (Workshop participant).

Winchester Poetry Prize 2024

With sponsorship from Paris Smith, WPF launched its international 2024 Winchester Poetry Prize in April, with [Clare Shaw](#) (they/them) as judge. The first prize is £1000, with those coming second and third winning £500 and £250 respectively. 2024 saw a total of 1956 entries including entries from 38 countries outside of UK (inc Zambia, Iran, Romania, Pakistan, Finland, New Zealand)

There were 315 entries from Hampshire-based poets – 16.2% of total entries (similar % to last year). This was an increase on both 2023 and 2022. This year was the first Kathryn Bevis Prize* (See below) (formally Hampshire Prize) with an expanded prize offering courtesy of The Writing School Online.

- 1st Prize - Oliver Carmichael 'You Ask About My First Kiss'
- 2nd Prize - Adele Evershed 'Hard Labour'
- 3rd Prize - Jordan Hamel 'How To Drive Drunk In A Flaming Paddock'
- Kathryn Bevis Prize - Jenny McRobert 'Oslo June 2022'

Kathryn Bevis Prize: Our friend, poet, and supporter Kathryn Bevis died in May 2024. 2024 was the first year with our new Kathryn Bevis Prize which replaced the prize formerly known as the Hampshire Prize (specifically for a poet based and living in Hampshire). It offers the winning Hampshire-based poet an enhanced prize offering with year-long tuition sponsored by The Writing School and a cash prize of £150 sponsored by Ollie Goldsmith (Kathryn's husband). This sponsorship will run for 3 years subject to annual review. WPF will enhance this prize further by introducing opportunities for the winner to read at Poetry Platform (Railway Inn) as a guest poet, and also to be part of the Winchester's Poets event at Winchester Poetry Festival 2025.

August: [Chayer Adda Poetry Competition on Unity 101 radio station](#)

Radio host, Abanti Chakrabarty Mukhopadhyay (also a WPF Trustee), ran a poetry competition for listeners of the globally popular Chayer Adda programme on Bengali Radio Station Unity 101. The winners were announced on air on 1st Sept and were invited to read their poem as part of WPF Poetry Day 2024. It was judged by the Hampshire Poet. Going forward, this competition will be annual so we can grow the relationship between WPF and Unity 101 listeners.

September: Poetry Routes, Networks and Connections at Heritage Open Days

The Heritage Open Days 2024 theme was "routes, networks, connections". We delivered a Hampshire-Poet curated event on [Friends Of King Alfred Buses](#) exploring this theme. Damian Kelly-Basher identified poets from Hampshire poetry groups, to read poems on a vintage bus and a circular bus route.

October: Winchester Poetry Day at The ARC: Saturday 5th October

After 2023's successful biennial festival, we held the smaller [Winchester Poetry Day](#) which took place on **Sat 5th October 2024**. This year's event included BSL interpretation and the livestreaming of the popular Winchester Poetry Prize ceremony. All events were low cost, free, or by donation. Rather than a 'headline' event at the end of the event, each event throughout the day had a notable 'guest poet'. This one-day poetry event included:

- Local poets curated by ArtfulScribe-hosted Write A Note poetry group (theme 'home');
- Chayer Adda competition winners' announcement and reading;
- a poetry workshop with Susmita Bhattacharya;
- guest poets (Akila Richards and Adriana Lord) and poetry drop-in activities curated and provided by [Writing Our Legacy](#) (organisation fostering, supporting and promoting poets of colour);

Section D

Achievements and performance

- Winchester Poetry Prize and Kathryn Bevis Prize ceremony (BSL interpreted and livestreamed) including launch of the Winchester Poetry Prize Anthology 2024
- Hampshire Young Poets celebration and
- a Poets Of Colour social taking place at the Cabinet Rooms

University Of Winchester (UoW) - partnership agreement refreshed and renewed

WPF was delighted to announce the signing of a renewed partnership agreement with the UoW at a reception held in July 2024, attended by trustees and friends of Winchester Poetry Festival and hosted by Vice Chancellor of the University, Professor Sarah Greer. This is a 3-year agreement with an annual review. WPF has agreed to provide collaborative opportunities for students plus 50 x free student entries (max 3 per student) to Winchester Poetry Prize, 10 x free student places at selected WPF performance events. The UoW will provide £1000 per year, plus use of the University address, post room, free use of meeting rooms, and other artistic programme collaborations. This partnership is now well-established and enables us to reach a large and important local community of young people, offering them significant opportunities to gain new skills and engage in cultural activities.

FINALLY, A NOTE FROM CHAIR, JANE BRYANT

As always, Winchester Poetry Festival is eminently grateful to its funders, sponsors, supporters, Friends and Volunteers. We very much value our relationship with you all - indeed, we could not manage without you all and your vital support, skills, and enthusiasm.

Particular thanks go to our wonderful Artistic Director, Clare Pollard, and our Festival Manager, Amy Juliet Brown. Together, you make everything happen seamlessly and enable WPF to put on a varied annual programme of activity including reaching those experiencing challenges in their lives.

We continue to be grateful to the University of Winchester for its partnership support and to Winchester City Council and to Paris Smith. We were also particularly delighted to have been successful with our application to Arts Council England for a grant towards our year-round programme of work in 2025 as well as to a number of smaller grant making trusts, and we are looking forward to delivering our plans across the coming year with confidence.

As ever, my fellow Trustees and our volunteer Treasurer and Minutes Secretary have been generous with their wisdom, insight, support and guidance over the last year, and I am deeply grateful to them.

I now look forward to working with you all over the coming period as we deliver our vision and plans for 2025 - with equality and inclusion at its heart – and taking us into 2026 and beyond.

Jane Bryant
Chair - Winchester Poetry Festival
April 2024

Section E

Financial review

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have agreed to hold a minimum reserve of £10,000. The primary purpose of the reserve is to mitigate the risk of unforeseen shortfalls in income and to allocate a specific amount in the event of closure. Trustee approval is required before any expenditure may be made from the reserve account.

Trustees have agreed that the anticipated surplus on the 2024 account, beyond those items specified above, represents funds which will be ringfenced and carried forward to support the festival and its work in 2025 and 2026.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

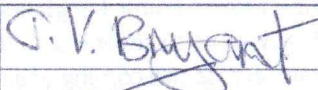
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--|
| Signature(s) |  | |
| Full name(s) | Jane Versteeg Bryant | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 30 th June 2025 | |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Winchester Poetry Festival

**On accounts for the year
ended**

31st December 2024

**Charity no
(if any)**

1150997

Set out on pages

1-2 below

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2024**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

F J Wilde

Date:

1 July 2025

Name:

F J Wilde

**Relevant professional
qualification(s) or body
(if any):**

FCCA DChA

Address:

4 Marigold Drive

Bisley, Surrey

GU24 9SF

| | | | | |
|---------------------------------------|------------|----|------------|--|
| Winchester Poetry Festival | | | 1150997 | |
| Receipts and payments accounts | | | | |
| For the period from | 01/01/2024 | to | 31/12/2024 | |

CC16a

Section A Receipts and Payments

| | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ | Total Funds to the nearest £ | Last Year to the nearest £ |
|--|--|--------------------------------------|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Events/Poetry Prize | 10,766 | - | - | 10,766 | 15,720 |
| Grants | - | 27,038 | - | 27,038 | 2,375 |
| Sponsors | - | 3,500 | - | 3,500 | 2,300 |
| Trusts | - | 4,650 | - | 4,650 | 3,710 |
| Friends Scheme | 1,265 | - | - | 1,265 | 1,315 |
| Personal contributions/other | 5,109 | - | - | 5,109 | 5,695 |
| Gift Aid | 1,463 | - | - | 1,463 | 1,488 |
| Publishing and book sales commission | 880 | - | - | 880 | 736 |
| Sub Total (Gross Income for AR) | 19,483 | 35,188 | - | 54,671 | 33,339 |
| A2 Assets and investment sales | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |
| Sub Total | 0 | 0 | 0 | 0 | 0 |
| Total Receipts | 19,483 | 35,188 | 0 | 54,671 | 33,339 |
| A3 Payments | | | | | |
| Artists fees | - | 6,860.00 | 0 | 6,860 | 15,498 |
| Administration Fees | 1,148.00 | 17,625.00 | 0 | 18,773 | 20,294 |
| Professional fees | 690.00 | - | 0 | 690 | 685 |
| Hospitality | 155.00 | - | 0 | 155 | 538 |
| Insurance | 250.00 | - | 0 | 250 | 382 |
| Pay Pal charges | 459.00 | - | 0 | 459 | 472 |
| Friends schemes | - | - | 0 | 0 | 0 |
| Publicity & Communication | 1,762.00 | - | 0 | 1,762 | 2,774 |
| Publishing | - | - | 0 | 0 | 0 |
| Venue & Equipment hire | - | 682.00 | 0 | 682 | 52 |
| Poetry Prize | 5,138.00 | - | 0 | 5,138 | 4,294 |
| Sub Total | 9,602 | 25,167 | 0 | 34,769 | 44,989 |
| A4 Asset and investment purchases | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |
| Sub Total | 0 | 0 | 0 | 0 | 0 |
| Total Payments | 9,602 | 25,167 | 0 | 34,769 | 44,989 |
| Net if Receipts/(payments) | 9,881 | 10,021 | 0 | 19,902 | (11,650) |
| A5 Transfers between funds | (19,117) | 19,117 | | 0 | 0 |
| A6 Cash funds last year end | 39,382 | 0 | | 39,382 | 51,032 |
| Cash Funds this year end | 30,146 | 29,138 | 0 | 59,284 | 39,382 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ |
|--|---------|-------------------------------------|-----------------------------------|----------------------------------|
| B1 Cash Funds | HSBC | 59,284 | | |
| | Pay Pal | 0 | | |
| | | 59,284 | 0 | 0 |
| B2 Other Monetary Assets | | | | |
| | | | | |
| | | 0 | 0 | 0 |
| B3 Investment Assets | | | | |
| | | | | |
| | | 0 | 0 | 0 |
| B4 Assets retained for the Charity's own use | | | | |
| | | | | |
| | | 0 | 0 | 0 |
| B5 liabilities | | | | |
| | | | | |
| | | 0 | 0 | 0 |

Signed by one or two trustees on behalf of all the trustees

| | | |
|-----------------------------------|------------------------------------|-----------------------------------|
| Signature <i>J.V. Versteeg</i> | Print Name JANE VERSTEEG, BRYAN | Date of approval 130 June 2025 |
|-----------------------------------|------------------------------------|-----------------------------------|

WINCHESTER POETRY FESTIVAL

England & Wales - Charity number 1150997

Accounts



Trustees' Annual Report for the period

Period start date: From 1 January 2023 To 31 December 2023

Section A Reference and administration details

Charity name: WINCHESTER POETRY FESTIVAL

Other names charity is known by

Registered charity number (if any): 1150997

Charity's principal address: c/o Faculty of Arts

University of Winchester

Sparkford Road, Winchester

Postcode: SO22 4NR

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------------------|-----------------|-----------------------------------|---|
| 1 | Jane Bryant | Chair | | Winchester Poetry Festival |
| 2 | Rupert Nabarro | Trustee | | |
| 3 | Jon Whitfield | Trustee | | |
| 4 | Hilary Davies | Trustee | Resigned March 2023 | |
| 5 | Jon Sayers | Trustee | Resigned January 2023 | |
| 6 | Bear Shaw | Trustee | | |
| 7 | Jillian Saucier | Trustee | | |
| 8 | Will May | Trustee | Resigned November 2023 | |
| 9 | Susmita Bhattacharya | Trustee | | |
| 10 | Sophie Reynolds | Trustee | Resigned November 2023 | |
| 11 | Abanti Chakrabarty Mukhopadhyay | Trustee | Appointed June 2023 | |
| 12 | Aisling O'Toole | Trustee | Appointed 22/01/2024 | |
| 13 | Jo Fisher | Trustee | Appointed 22/01/2024 | |
| 14 | Jeremy Wikeley | Trustee | Appointed 22/01/2024 | |

NB During the course of 2023, we advertised for, and interviewed, a number of prospective new trustees. One of these joined us in June 2023 (see above). We formally elected three further new trustees in January 2024 – they are listed above.

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name: Dates acted if not for whole year

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------------|---------|
| Treasurer | Sue Spiers | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

Amy Juliet Brown (Festival Manager); Clare Pollard (Artistic Director) – Both freelance contracts.

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---------------------|
| Type of governing document (eg. trust deed, constitution) | Trust Deed |
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Additional governance issues (Optional information)

| | |
|--|--|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. | <p>Trustees consider areas of risk at each trustee meeting via a regularly updated risk register, considering appropriate mitigation plans and actions.</p> <p>Additional governance information</p> <ul style="list-style-type: none"> • New trustees are provided with guidance and information to allow them to undertake their roles effectively. • The formal business of the charity is conducted through regular trustee meetings (generally 4 to 5 meetings per year). |
|--|--|

Section C Objectives and activities

| | |
|--|--|
| <p>Summary of the objects of the charity set out in its governing document</p> | <p>1.To educate the public in the arts with particular reference to poetry. 2.To encourage the enjoyment, appreciation and practice of literature, the beneficiaries being people of all ages throughout Hampshire</p> |
|--|--|

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The principal activity of the charity is to organise and present a biennial festival of poetry in Winchester, together with associated events, which also maintain a year-round presence.

The trustees, in making decisions about the festival and associated activities, have held due regard to the Charity Commission’s public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

WINCHESTER POETRY FESTIVAL'S mission is to share, celebrate and champion poetry of all kinds; we believe in the power of poetry to bring us together and make a positive, enriching difference to our lives. While WPF is international in outlook, our commitment to reaching under-represented voices and those experiencing challenges is key. During the course of 2023, we interviewed and recruited 4 new trustees, one of whom was formally elected in June 2023; the other three formally joined our board of trustees as from January 2024.

During 2023, Winchester Poetry Festival (WPF) delivered its Biennial Festival (October 2023) – see below - but additionally was active throughout the year programming a wide range of activities and growing our reputation as an increasingly year-round organisation. In addition, 2023 saw our new Festival Manager, Amy Juliet Brown, take up her post following an excellent induction and familiarisation process including with former Festival Manager, Madelaine Smith.

The following is a summary of the principal activities during the year.

POETRY FESTIVAL 2023

Our artistic theme for the 2023 Festival focused on the creativity and diversity of languages in the UK. WPF's Artistic Director, Clare Pollard, put together a programme to celebrate this diversity - from Bengali to Cornish, Welsh to Black Country dialect, BSL and Makaton, drawing inspiration from Sri Lanka, Orkney, and broadside ballads. With multiple access/entry points (online, live streamed and in-person) our diverse programme for the 2023 Festival highlighted the richness of the UK's linguistic traditions in particular its diversity of poets, participants, and audiences. The Festival ran from 3rd October and led up to the main festival weekend on 13-15 October 2023.. During this period we programmed 24 events, providing a platform for 81 artists to share their work.

The 2023 programme featured both local and national work and, amongst many others, included Zaffar Kunial, John Hegley, Menna Elfyn, Susmita Bhattacharya, Luke Wright, Liz Berry, Daljit Nagra, and Matthew Hollis. We engaged BSL and Makaton interpreters and performers. Indeed, our inclusion of BSL as a Festival language alongside other UK languages was also intended to promote and enhance recognition of BSL as a creative language in its own right. We also filmed performances, and provided online access too, to ensure we provided a multiplicity of supported access options appealing to mainstream and new audiences and participants.

Feedback from audience

- "Great festival. A jewel in Winchester's crown. Will definitely come again."
- "Thank you very much for organising a diverse, inspiring and exciting festival - well done!"
- "You are going from strength to strength. Congratulations!"
- "Fantastic my first poetry festival of any kind... inspirational and aspirational"
- "Excellent unfussy organisation. A welcoming atmosphere. Diverse programming – local, national, international; multi-voice; range of formats all combined to ensure accessibility, variety and appeal."

Our commitment to encouraging and promoting access is not only illustrated by the 2023 Festival itself, but was also reflected in the poets we engaged and in the partners we worked with across the year. Indeed we made notable strides towards creating a more inclusive, diverse, and welcoming organisation overall:

- We engaged BSL interpreters, via Deaf Action, for key events - a first for WPF.
- We continued and expanded upon our online events content, with 2 headline events

and the Prize Giving being fully hybrid (with poets beaming in, and live streamed to ticketholders globally - a first for WPF) and 3 events being solely accessible online.

- We programmed 'relaxed performances' to enable and encourage the neuro-diverse to feel welcome at poetry events
- We programmed events suited to all ages and all abilities
- Our Artistic Director programmed UK-based poets/facilitators across the festival to reflect the poetry world's wide range of ages, heritage, backgrounds and gender identities.
- We connected with local organisations to reach out to and reflect the diverse programming - Unity101 FM, Winchester Beacon, Whitchurch Children's Festival, ArtfulScribe young writers, Universities of Winchester and Southampton.
- Of the 28 WPF events that ran between 16th September and 15th October, 14 were completely free to attend - allowing those on low-incomes to attend, and giving those with health challenges the option to attend without committing in advance.
- This year we also collected items for Winchester Beacon (homeless charity) and Winchester Basics Banks at a partnership event (5th October) at the University of Winchester
- Working with Winchester Beacon, we engaged a poet of no-fixed-abode as part of our 'Winchester's Poets' event during the festival

Audience feedback regarding our diverse programming and broadened accessibility

- "Thoroughly enjoyed it. I couldn't have attended this if the festival hadn't provided an online option and I am grateful for that."
- "I am hard of hearing but was glad the amplification was so good. + Signing!"
- Re online events: "I know it isn't quite the same for readers- and audience- as a physical reading but it was wonderful to be able to attend"
- "Seamless tech"
- "A massive number of events: good being able to attend in person and on line to some as well."
- "The Bengali poetry event was absolutely phenomenal. Really high calibre and so inspiring and affirming to hear our stories told locally."
- "Audience participation; it was smoothly run; the topic (Bengali poetry) is one we don't often hear."
- Re what we did well:
 - "Diverse poetry events - reaching out to local Bengali etc communities"
 - "Putting diverse poets with different types of writing in the same room to resound of each other"
 - "Bringing together different parts of the local poetry community"
 - "Cultural crossroads and multi-cultural events".

Feedback from poets relating to the overall festival and its delivery:

- "It's the best organised festival I have been to - seamless and perfectly managed."
- "Thank you so much for looking after me all the way through the process. It was a fantastic festival and I had a great time"
- "I'm over the moon about being a part of Winchester Poetry Festival 2023. Working with you is an absolute dream"
- "I never had to give the logistics or practicalities a second thought, which allowed... me to focus on... creating the best show we could for the audience."

WINCHESTER POETRY PRIZE 2023

This is now a well-established, annual international poetry competition. In 2023, WPF received almost 2000 entries from all over the world (37 countries outside of UK (including Yemen, Israel, Ukraine, Haiti)). We were pleased to see a 16% increase too in entries from Hampshire. We also ran a 'Pay It Forward' scheme. This was originally set

up by 2020's competition winner, Lewis Buxton, the aim being to facilitate those who can afford to enter the competition to support emerging poets who cannot. The 2023 judge was The 2023 judge was **Zaffar Kunial**. The 2023 Prize-winners were:

- **1st Prize:** Isabelle Baafi - Path Of Least Resilience
- **2nd Prize:** Emilie Jelinek - My Father Washes His Hands Of Me
- **3rd Prize:** Yasmin Inkersole – Nefis

The prize for best poem by a Hampshire-based poet was won by Joan McGavin for the poem *A Long Answer To a Short Question*.

All winning and commended poems were published in a competition anthology.

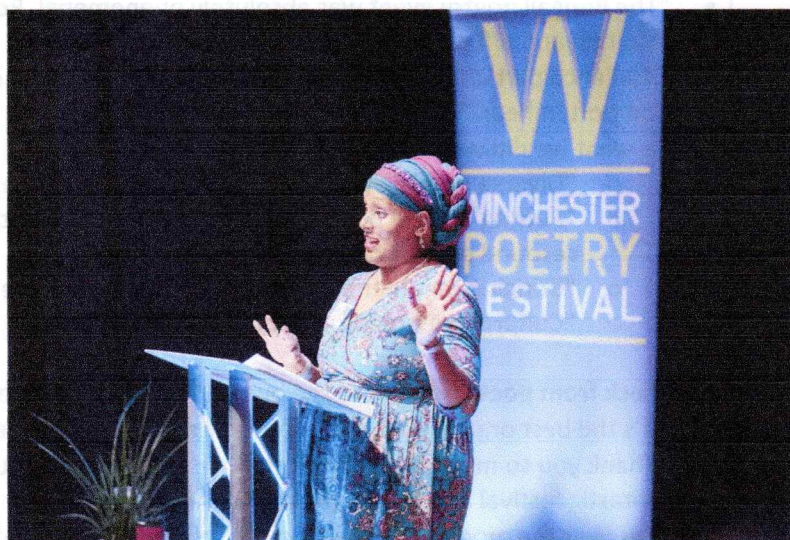
HAMPSHIRE POET

Winchester Poetry Festival, working once again with Hampshire Cultural Trust in supporting the second year of the tenure of Dr Nazneen Ahmed Pathak, as our Hampshire Poet for 2022 and 2023. There is no doubt that this facilitating post enables WPF to make meaningful creative links with a diversity of communities across Hampshire.

Over the 2 years, Nazneen recorded that she reached some 18,000 people of all ages, (In person and also many online too).

HAMPSHIRE YOUNG POET'S COMPETITION

One of Nazneen's tasks as part of her role as Hampshire Poet, was the judging of the Hampshire Young poets Competition. Over the years of her tenure, the competition attracted almost 200 entries from across Hampshire. Nazneen indicated that "2023 saw a heartening diversity of entries and winners". We hope this continues into the future!



Dr Nazneen Pathak Ahmed, Hampshire Poet 2022/2023

OTHER PARTNERSHIPS/COLLABORATIONS

- **Winchester Books Festival:** 21-23rd April. An inaugural books festival celebrating books and writers. WPF hosted a free-entry family event with Hampshire Poet in Winchester City Museum.
- **Heritage Open Days:** 8-17th September: WPF delivered a poetry and music event in The Great Hall Winchester with our Artistic Director Clare Pollard, reading her new translation of 'Orfeo'.

- Whitchurch Children's Festival: 29-30th July. WPF ran a series of poetry workshops led by both Jonny Fluffypunk and Ellora Sutton for this small community festival for Whitchurch Children's Festival on Sunday 30th July.
- Writing Our Legacy This is an arts/heritage organisation that enables Black, Asian and ethnically diverse people to tell their story through writing/creative arts. We collaborated with them on their Poetry Room project on Sat 17th June at The ARC aimed at engaging marginalised groups in a poetry workshop.
- Other collaborations of note included our developing relationship with Poetry Platform at Railway Inn, our ongoing partnership with the University of Southampton (FT Memorial Lecture in particular), and with the University of Winchester.)

The above range of activities and partners demonstrate our move and progress towards providing a year-round service.

WORKING WITH VOLUNTEERS

Winchester Poetry festival very much values its relationship with a wide range of volunteers. Indeed, we could not manage without them and their vital support, skills, and enthusiasm. We engaged 14 volunteers over the festival weekend, 8 of which have previously volunteered at WPF, and 6 of whom were new. All have said they would volunteer with us again.

FINALLY, A NOTE FROM CHAIR, JANE BRYANT

As always, Winchester Poetry Festival is eminently grateful to its funders, sponsors, and supporters, its Friends and Volunteers, and, its wonderful Artistic Director, Clare Pollard, and our Festival Manager, Amy Juliet Brown. Together, you all make everything happen seamlessly and enable WPF to put on a varied annual programme of activity including reaching those experiencing challenges in their lives. We continue to be grateful to the University of Winchester, for its generous provision of an office base.

My fellow Trustees and our volunteer Treasurer and Minutes Secretary have been generous with their wisdom, insight, support and guidance over the last year, and I am deeply grateful to them all. I look forward to working with them over the coming period as we develop the vision for our new Business Plan - with equality and inclusion at its heart - to lead us into 2025 and beyond.

Jane Bryant
Chair - Winchester Poetry Festival
April 2023

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have agreed to hold a minimum reserve of £10,000. The primary purpose of the reserve is to mitigate the risk of unforeseen shortfalls in income and to allocate a specific amount in the event of closure. Trustee approval is required before any expenditure may be made from the reserve account.

Trustees have agreed that the anticipated surplus on the 2023 account, beyond those items specified above, represents funds which will be ringfenced and carried forward to support the festival and its work in 2024 and 2025.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

J.V. Bryant

Full name(s)

Jane Versteeg Bryant

Position (eg Secretary, Chair, etc)

Chair

Date

15th July 2024



Section A Independent Examiner's Report

Report to the trustees/ members of Winchester Poetry Festival

On accounts for the year ended 31 December 2023 Charity no (if any) 1150997

Set out on pages 1 to 12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and basis of report As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

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

Signed: FJ Wilde Date: 16th July 2024

Name: FJ Wilde

Relevant professional qualification(s) or body (if any): FCCA DChA

Address: 4 Marigold Drive
Bisley
Surrey, GU24 9SF

Section B Disclosure

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

| | | | |
|---------------------------------------|------------|---------|------------|
| Winchester Poetry Festival | | 1150997 | |
| Receipts and payments accounts | | | |
| CC16a | | | |
| For the period from | 01/01/2023 | to | 31/12/2023 |

Section A Receipts and Payments

| | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ | Total Funds to the nearest £ | Last Year to the nearest £ |
|--|--|--------------------------------------|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Events/Poetry Prize | 15,720 | - | - | 15,720 | 10,843 |
| Grants | - | 2,375 | - | 2,375 | 500 |
| Sponsors | - | 2,300 | - | 2,300 | 1,245 |
| Trusts | 3,710 | - | - | 3,710 | |
| Friends Scheme | 1,315 | - | - | 1,315 | 1,475 |
| Personal contributions/other | 5,195 | 500 | - | 5,695 | 5,372 |
| Gift Aid | 1,488 | - | - | 1,488 | 1,500 |
| Publishing and book sales commission | 736 | - | - | 736 | 1,366 |
| Sub Total (Gross Income for AR) | 28,163 | 5,175 | - | 33,338 | 22,301 |
| A2 Assets and Investment sales | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |
| Sub Total | 0 | 0 | 0 | 0 | 0 |
| Total Receipts | 28,163 | 5,175 | 0 | 33,338 | 22,301 |
| A3 Payments | | | | | |
| Artists fees | 2,922 | 11,575 | 0 | 14,497 | 18,024 |
| Administration Fees | 134 | 21,160 | 0 | 21,294 | 11,163 |
| Professional fees | 685 | 0 | 0 | 685 | 636 |
| Hospitality | 538 | 0 | 0 | 538 | 159 |
| Insurance | 382 | 0 | 0 | 382 | 311 |
| Pay Pal charges | 472 | 0 | 0 | 472 | 522 |
| Friends schemes | 0 | 0 | 0 | 0 | |
| Publicity & Communication | 2,774 | 0 | 0 | 2,774 | 1,636 |
| Publishing | 0 | 0 | 0 | 0 | 169 |
| Venue & Equipment hire | 0 | 52 | 0 | 52 | 838 |
| Poetry Prize | 4,294 | 0 | 0 | 4,294 | 5,347 |
| Sub Total | 12,201 | 32,787 | 0 | 44,988 | 38,805 |
| A4 Asset and investment purchases | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |
| Sub Total | 0 | 0 | 0 | 0 | 0 |
| Total Payments | 12,201 | 32,787 | 0 | 44,988 | 38,805 |
| Net if Receipts/(payments) | 15,962 | (27,612) | 0 | (11,650) | (16,504) |
| A5 Transfers between funds | (28,112) | 28,112 | | 0 | 0 |
| A6 Cash funds last year end | 51,032 | 0 | | 51,032 | 67,536 |
| Cash Funds this year end | 38,882 | 500 | 0 | 39,382 | 51,032 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ |
|------------|---------|---|--------------------------------------|--|
|------------|---------|---|--------------------------------------|--|

B1 Cash Funds

| | | | |
|---------|--------|---|---|
| HSBC | 39,382 | | |
| Pay Pal | 0 | | |
| | 39,382 | 0 | 0 |

B2 Other Monetary Assets

| | | | |
|--|---|---|---|
| | | | |
| | | | |
| | 0 | 0 | 0 |

B3 Investment Assets

| | | | |
|--|---|---|---|
| | | | |
| | | | |
| | 0 | 0 | 0 |

B4 Assets retained for the Charity's own use

| | | | |
|--|---|---|---|
| | | | |
| | | | |
| | 0 | 0 | 0 |

B5 liabilities

| | | | |
|--|---|---|---|
| | | | |
| | | | |
| | 0 | 0 | 0 |

Signed by one or two trustees on behalf of all the trustees

| | | |
|--------------------|---------------------|------------------|
| Signature | Print Name | Date of approval |
| <i>J.V. Blyden</i> | JANE VERSTEEG BRYAN | 15/7/24 |

WINCHESTER POETRY FESTIVAL

England & Wales - Charity number 1150997

Accounts



Trustees' Annual Report for the period

| | | |
|-------------|-------------------|---------------------|
| | Period start date | Period end date |
| From | 1 January 2021 | To 31 December 2021 |

Section A Reference and administration details

Charity name Winchester Poetry Festival

Other names charity is known by

Registered charity number (if any) 1150997

Charity's principal address

Faculty of Arts
 University of Winchester
 Sparkford Road, Winchester
Postcode SO22 4NR

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------------|-----------------|-----------------------------------|---|
| 1 | Stephen Boyce | Chair | To May 2021 | Winchester Poetry Festival |
| 2 | Jane Bryant | Chair | Appointed May 2021 | |
| 3 | Keiren Phelan | Trustee | Resigned November 2021 | |
| 4 | Rupert Nabarro | | | |
| 5 | Jon Whitfield | | | |
| 6 | Hilary Davies | | | |
| 7 | Jon Sayers | | | |
| 8 | Lynne Dick | | Resigned November 2021 | |
| 9 | Bear Shaw | | | |
| 10 | Jillian Saucier | | | |
| 11 | Will May | | | |
| 12 | Susmita Bhattacharya | | | |
| 13 | Sophie Reynolds | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|----------------------|-----------------|---------|
| Treasurer | Sue Spiers | |
| Artistic Co-Director | Sasha Dugdale | |
| Festival Manager | Madelaine Smith | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|--|---------------------|
| Type of governing document <small>(eg. trust deed, constitution)</small> | Trust Deed |
| How the charity is constituted <small>(eg. trust, association, company)</small> | Trust |
| Trustee selection methods <small>(eg. appointed by, elected by)</small> | Elected by Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

| | |
|--|--|
| | Trustees consider areas of risk at each trustee meeting via a regularly updated risk register, considering appropriate mitigation plans and actions. |
|--|--|

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

| | |
|--|--|
| | <ol style="list-style-type: none"> 1.To educate the public in the arts with particular reference to poetry. 2.To encourage the enjoyment, appreciation and practice of literature, the beneficiaries being people of all ages throughout Hampshire |
|--|--|

The principal activity of the charity is to organise and present a biennial festival of poetry in Winchester, together with associated events, which also maintain a year-round presence.

The trustees, in making decisions about the festival and associated activities, have held due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Following the decision to postpone the 2020 festival due to Covid19 we moved away from a Mayflower400 theme due to high risks and uncertainty regarding travel. We revised the programme to focus on post pandemic rebuilding, social connection, wellbeing, etc. We substantially altered our business delivery model to offer a 'stretched' festival of online activity from June to September 2021, followed by a 3-day real world festival in October (allowing for a more relaxed, socially distanced programme). We initiated and fundraised for Poet on the High Street. We increased the scope for workshops and for participation by Hampshire poets while maintaining our diverse and international profile; we adapted our education & community programme with more sessions online, and we collaborated with University of Southampton to support mentoring for three emerging local poets (Poetry Ambassadors). The outputs of the revised programme were:

- a) 4 x 'poetry shots' (x four online events per month (June to September) – readings, workshops, lecture, conversations). Contributors included:
 - Joyelle McSweeney (USA);
 - Jacqueline Saphra & Sophie Herxheimer;
 - Jen Hadfield & Jason Allen Paisant;
 - Raymond Antrobus & Leo Boix with Dzifa Benson, and
 - Kathryn Bevis with Isabelle Baafi, Ben Bransfield & Shash Trevett.
 - A particular highlight was the Robert Hutchison Lecture, entitled 'Crossing The Water: Stevie Smith, Sylvia Plath, And The Distant Mentor', given by Professor Will May of University of Southampton with readings from Juliet Stevenson.
- b) A 3-day live festival in October 2021 (14 events, readings, workshops, conversations, prize-giving). Live sessions were led by local, national and international poets from Paul Muldoon and Patience Agbabi to Liz Berry and Romalyn Ante. (Full details: www.winchesterpoetryfestival.org)
- c) Our education & community programme (60+ events/sessions) delivered in partnership with Artful Scribe
- d) Poet on the High Street with funds raised from the National Lottery Heritage Fund, Winchester BID, Winchester City Council, and crowdfunding – a completely new way of working for us
- e) Winchester Poetry Prize 2021: over 1000 entries (from around the world), judged by Jacqueline Saphra
- f) Young Poets competition (with Hampshire Cultural Trust (HCT) - 88 entries from children aged 5 to 16 years
- g) Support for Hampshire Poet 2020/21 in partnership with HCT with programme of commissions, writing for wellbeing workshops and events
- h) Poetry Ambassadors mentoring programme 3 mentors / 3 mentees selected from 22 submissions; festival readings, publication, and symposium – in partnership with University of Southampton and Artful Scribe, with additional funds from the Foyle Foundation (£3000) and the Arts and Humanities Research Council
- i) Filmed record / online archive

Section D

Achievements and performance

We have ended the year with a balance of £67,536. We will allocate a portion of this as required and budgeted to complete 2021/22 commitments (e.g. Poet on the High Street), and to support ongoing administration and management costs 2022. Additionally, we will support further costs associated with the delivery of our ongoing public benefit strategy work in 2022, including expected costs associated with:

- Organisational development: and piloting new community/education partnerships
- The Winchester Poetry Prize 2022
- Poetry Day 2022
- Artistic Director costs 2022
- The Hampshire Poet 2022/23.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have agreed to hold a minimum reserve of £10,000 equivalent to approximately 10% of the turnover of the biennial Winchester Poetry Festival. The primary purpose of the reserve is to mitigate the risk of unforeseen shortfalls in income. Trustee approval is required before any expenditure may be made from the reserve account.

The surplus on the 2021 account, beyond those items specified above, represents funds which will be carried forward to support the festival programme in 2023.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

J.V. BRYANT

Full name(s)

Jane Versteeg Bryant

Position (eg Secretary, Chair, etc)

Chair

Date

18th July 2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Winchester Poetry Festival

**On accounts for the year
ended**

31 December 2021

**Charity no
(if any)**

1150997

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2021**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

FJ Wilde

Date:

1 August 2022

Name:

FJ Wilde

**Relevant professional
qualification(s) or body
(if any):**

FCCA DChA

Address:

4 Marigold Drive

Bisley

Surrey, GU24 9SF

Section B

Disclosure

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

| | | | | |
|---------------------------------------|------------|----|------------|--|
| Winchester Poetry Festival | | | 1150997 | |
| Receipts and payments accounts | | | | |
| CC16a | | | | |
| For the period from | 01/01/2021 | to | 31/12/2021 | |

Section A Receipts and Payments

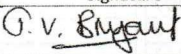
| | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ | Total Funds to the nearest £ | Last Year to the nearest £ |
|--|--|--------------------------------------|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Events/Poetry Prize | 15,112 | - | - | 15,112 | 11,500 |
| Grants | - | 9,544 | - | 9,544 | 20,204 |
| Sponsors | - | 1,255 | - | 1,255 | 1,000 |
| Trusts* | 1,000 | 9,100 | - | 10,100 | 6,250 |
| Friends Scheme | 1,750 | - | - | 1,750 | 1,600 |
| Personal contributions/other | 9,793 | - | - | 9,793 | 5,333 |
| Gift Aid | 2,501 | - | - | 2,501 | 1,540 |
| Publishing and book sales commission | 481 | - | - | 481 | 223 |
| Sub Total (Gross Income for AR) | 30,637 | 19,899 | - | 50,536 | 47,650 |
| A2 Assets and investment sales | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |
| Sub Total | 0 | 0 | 0 | 0 | 0 |
| Total Receipts | 30,637 | 19,899 | 0 | 50,536 | 47,650 |
| A3 Payments | | | | | |
| Artists fees | 2,363 | 22,765 | 0 | 25,128 | 11,579 |
| Administration fees | 490 | 12,000 | 0 | 12,490 | |
| Professional Fees | 500 | 0 | 0 | 500 | 15,061 |
| Hospitality | 247 | 0 | 0 | 247 | 21 |
| Insurance | 302 | 0 | 0 | 302 | 302 |
| Pay Pal charges | 559 | 0 | 0 | 559 | 396 |
| Friends schemes | 0 | 0 | 0 | 0 | 0 |
| Publicity & Communication | 3,597 | 0 | 0 | 3,597 | 1,667 |
| Publishing | 0 | 0 | 0 | 0 | 0 |
| Venue & Equipment hire | 0 | 1,827 | 0 | 1,827 | 0 |
| Poetry Prize | 3,988 | 0 | 0 | 3,988 | 4,774 |
| Sub Total | 12,046 | 36,592 | 0 | 48,638 | 33,800 |
| A4 Asset and investment purchases | | | | | |
| | | | | 0 | 0 |
| | | | | 0 | 0 |
| Sub Total | 0 | 0 | 0 | 0 | 0 |
| Total Payments | 12,046 | 36,592 | 0 | 48,638 | 33,800 |
| Net if Receipts/(payments) | 18,591 | (16,693) | 0 | 1,898 | 13,850 |
| A5 Transfers between funds | (1,216) | 1,216 | | 0 | 0 |
| A6 Cash funds last year end | 47,276 | 18,362 | | 65,638 | 51,788 |
| Cash Funds this year end | 64,651 | 2,885 | 0 | 67,536 | 65,638 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ |
|--|---------|-------------------------------------|-----------------------------------|----------------------------------|
| B1 Cash Funds | HSBC | 67,536 | | |
| | | | | |
| | | 67,536 | 0 | 0 |
| B2 Other Monetary Assets | | | | |
| | | | | |
| | | 0 | 0 | 0 |
| B3 Investment Assets | | | | |
| | | | | |
| | | 0 | 0 | 0 |
| B4 Assets retained for the Charity's own use | | | | |
| | | | | |
| | | 0 | 0 | 0 |
| B5 liabilities | | | | |
| | | | | |
| | | 0 | 0 | 0 |

*Trusts: 2020 value includes £3,000 from The Foyle Foundation
 In Kind - Office Space for Administration from Winchester University £3,500
 In Kind - Volunteers during the festival days £3,600
 In Kind - Volunteer accountancy services £1,200
 In Kind - Gift for the winner of the Hampshire Poetry Prize from Warrens of Winchester £250

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|---|----------------------|------------------|
|  | Jane Versteeg Bryant | 18th July 2022 |
| | | |

WINCHESTER POETRY FESTIVAL

England & Wales - Charity number 1150997

Accounts



Trustees' Annual Report for the period

Period start date Period end date
From 01 January 2020 **To** 31 December 2020

Section A Reference and administration details

Charity name Winchester Poetry Festival

Other names charity is known by

Registered charity number (if any) 1150997

Charity's principal address % Faculty of Arts, University of Winchester

Sparkford Road

Winchester

Postcode

SO22 4NR

Names of the charity trustees who manage the charity

| Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|--------------------|-----------------|-----------------------------------|---|
| 1 Stephen Boyce | Chair | | Winchester Poetry Festival |
| 2 Keiren Phelan | | | |
| 3 Richard Stillman | | to November 2020 | |
| 4 Rupert Nabarro | | | |
| 5 Jon Whitfield | | | |
| 6 Hilary Davies | | | |
| 7 Jon Sayers | | | |
| 8 Lynne Dick | | | |
| 9 Bear Shaw | | | |
| 10 Jillian Saucier | | | |
| 11 Will May | | | |

- 12 Susmita Battacharya from November 2020
- 13 Jane Bryant do.
- 14 Sophie Reynolds from January 2021

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|----------------------|---------------|---------|
| Treasurer | Sue Spiers | |
| Artistic Co-Director | Sasha Dugdale | |
| Artistic Co-Director | Sarah Hesketh | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|--|---------------------|
| Type of governing document <small>(eg. trust deed, constitution)</small> | Trust Deed |
| How the charity is constituted <small>(eg. trust, association, company)</small> | Trust |
| Trustee selection methods <small>(eg. appointed by, elected by)</small> | Elected by trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

1. To educate the public in the arts with particular reference to poetry.
2. To encourage the enjoyment, appreciation and practice of literature, the beneficiaries being people of all ages throughout Hampshire.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The principal activity of the charity is to organise and present a biennial festival of poetry in Winchester, together with associated events.

The trustees, in making decisions about the festival and associated activities, have held due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

In 2020 we were due to hold our 4th biennial festival but plans were affected by restrictions arising from the Covid-19 pandemic.

- Trustee meetings were mostly held on line and planning continued until April when it was agreed that a postponement would be necessary as it was impossible to plan with confidence for live events.
- The postponement was agreed with our principal funder Arts Council England and supported by our partners.
- We were able to proceed with the Winchester Poetry Prize, however, which saw the largest number of entries yet at c2500. An online prize-giving event was held in October with an audience of 90 and the anthology published in the usual way.
- We also continued with planning for our education and outreach programme with our delivery partner Artful Scribe. A Young Wordsmiths workshop series took place on line and we successfully launched Poetry Ambassadors a mentoring scheme working in conjunction with Invisible Mentors, a research project led by Dr Will May of Southampton University.
- Support for the Hampshire Poet continued in partnership with Hampshire Cultural Trust, although activities had to be curtailed or moved online.
- The postponement of the main festival programme while a huge disappointment gave us an opportunity to improve our awareness and skill in delivering online events which are likely to become a part of our ongoing programme, regardless of the situation with the pandemic.
- We once again express gratitude to the University of Winchester for providing office accommodation for the festival as support in kind.
- We ended the year with a balance of £65,638 most of which represents funds carried forward for the festival programme. This is now expected to take place in October 2021 and online in the preceding months. Further fundraising will be necessary.

Brief statement of the charity's policy on reserves

The trustees have agreed to hold a minimum reserve of £10,000 equivalent to approximately 10% of the turnover of the biennial Winchester Poetry Festival. The primary purpose of the reserve is to mitigate the risk of unforeseen shortfalls in income. Trustee approval is required before any expenditure may be made from the reserve account.

The surplus on the 2020 account represents funds which will be carried forward to support the festival programme in 2021.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

| | | |
|--------------|----------------------|--------------------|
| Signature(s) | <i>Stephen Boyce</i> | <i>J.V. Bryant</i> |
|--------------|----------------------|--------------------|

| | | |
|--------------|---------------|----------------------|
| Full name(s) | STEPHEN BOYCE | JANE VERSTEEG BRYANT |
|--------------|---------------|----------------------|

| | | |
|-------------------------------------|-------|---------|
| Position (eg Secretary, Chair, etc) | Chair | TRUSTEE |
|-------------------------------------|-------|---------|

| | |
|------|-----------------------------|
| Date | 28 th April 2021 |
|------|-----------------------------|

Receipts and payments accounts

CC16a

For the period from

1.1.2020
49824


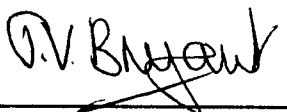
to

31.12.20
44186

| | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ | Total Funds to the nearest £ | Last Year to the nearest £ |
|--|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Events/Poetry Prize | 11,500 | - | - | 11,500 | 10,404 |
| Grants | - | 20,204 | - | 20,204 | 33,593 |
| Sponsors | - | 1,000 | - | 1,000 | 1,000 |
| Trusts | 3,250 | 3,000 | - | 6,250 | 3,000 |
| Friends Scheme | 1,600 | - | - | 1,600 | 1,835 |
| Personal contributions/other | 333 | 5,000 | - | 5,333 | 5,370 |
| Gift Aid | 1,540 | - | - | 1,540 | 1,666 |
| Publishing and book sales commission | 223 | - | - | 223 | 325 |
| Sub Total (Gross Income for AR) | | | | | |
| A2 Assets and investment sales | | | | | |
| | | | | 0 | 0 |
| Sub Total | | | | 0 | 0 |
| Total Receipts | | | | | |
| A3 Payments | | | | | |
| Artists fees | 0 | 11,579 | 0 | 11,579 | 11,200 |
| Professional fees | 1,861 | 13,200 | 0 | 15,061 | 10,681 |
| Hospitality | 21 | 0 | 0 | 21 | 176 |
| Insurance | 302 | 0 | 0 | 302 | 302 |
| Pay Pal charges | 396 | 0 | 0 | 396 | 159 |
| Friends schemes | 0 | 0 | 0 | 0 | 35 |
| Publicity & Communication | 1,667 | 0 | 0 | 1,667 | 2,567 |
| Publishing | 0 | 0 | 0 | 0 | 0 |
| Venue & Equipment hire | 0 | 0 | 0 | 0 | 435 |
| Poetry Prize | 4,774 | 0 | 0 | 4,774 | 3,321 |
| Sub Total | | | | | |
| A4 Asset and investment purchases | | | | | |
| | | | | 0 | 0 |
| Sub Total | | | | 0 | 0 |
| Total Payments | | | | | |
| Net if Receipts/(payments) | | | | | |
| A5 Transfers between funds | | | | | |
| A6 Cash funds last year end | 37,851 | 13,937 | | 51,788 | 23,471 |
| Cash Funds this year end | | | | | |

| Categories | Details | Unrestricted Funds to the nearest £ | Restricted Funds to the nearest £ | Endowment Funds to the nearest £ |
|---|---------|--|--------------------------------------|-------------------------------------|
| B1 Cash Funds | HSBC | 65,638 | | |
| B2 Other Monetary Assets | | | | |
| B3 Investment Assets | | | | |
| B4 Assets retained for the Charity's own use | | | | |

| | | | | |
|----------------|--|---|---|---|
| B5 liabilities | | | | |
| | | | | |
| | | 0 | 0 | 0 |

| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
|---|---|----------------------|-----------------------------|
| |  | STEPHEN BOYCE | 28 April 2021 |
| |  | JANE VERSTEEG BRYANT | 30 th April 2021 |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Winchester Poetry Festival

**On accounts for the year
ended**

31 December 2020

**Charity no
(if any)**

1150997

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2020**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

5/5/2021

Name:

Mary Wallbank

**Relevant professional
qualification(s) or body
(if any):**

FCIE - Association of Independent Examiners (Fellow)
DChA - (ICAEW Diploma in Charity Accounting).

Address:

18 Park Road, Chandlers Ford, Eastleigh, Hants. SO53 2EU

Section B

Disclosure

Only complete if the examiner needs to highlight 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.