



Trustees' Annual Report for the period

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

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)

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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)

Stephen Boyce *J.V. Bryant*

Full name(s)

STEPHEN BOYCE JANE VERSTEEG BRYANT

Position (eg Secretary, Chair, etc)

Chair TRUSTEE

Date

28th April 2021

Winchester Poetry Festival		1150997			
Receipts and payments accounts				CC16a	
For the period from		1.1.2020 49821	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
				0	0
Sub Total					
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
				0	0
Sub Total					
Total Payments					
Net if Receipts/(payments)					
A5 Transfers between funds				0	0
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					
		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

Stephen Boyce

STEPHEN BOYCE

28 April
2021

J.V. Bryant

JANE VERSTEEG
BRYANT

30 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.