



# 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)

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## 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.

## 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

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](http://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. Versteeg

Full name(s)

Jane Versteeg Bryant

Position (eg Secretary, Chair, etc)

Chair

Date

18<sup>th</sup> 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:**

**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		CC16a
Receipts and payments accounts				
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 £
<b>A1 Receipts</b>					
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
<b>Sub Total (Gross Income for AR)</b>	<b>30,637</b>	<b>19,899</b>	<b>-</b>	<b>50,536</b>	<b>47,650</b>
<b>A2 Assets and investment sales</b>					
				0	0
				0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Receipts</b>	<b>30,637</b>	<b>19,899</b>	<b>0</b>	<b>50,536</b>	<b>47,650</b>
<b>A3 Payments</b>					
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
<b>Sub Total</b>	<b>12,046</b>	<b>36,592</b>	<b>0</b>	<b>48,638</b>	<b>33,800</b>
<b>A4 Asset and investment purchases</b>					
				0	0
				0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Payments</b>	<b>12,046</b>	<b>36,592</b>	<b>0</b>	<b>48,638</b>	<b>33,800</b>
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

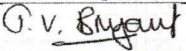
In Kind - Office Space for Administration from Winchester University £3,500

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