



Trustees' Annual Report for the period

Period start date

Period end 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
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

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.

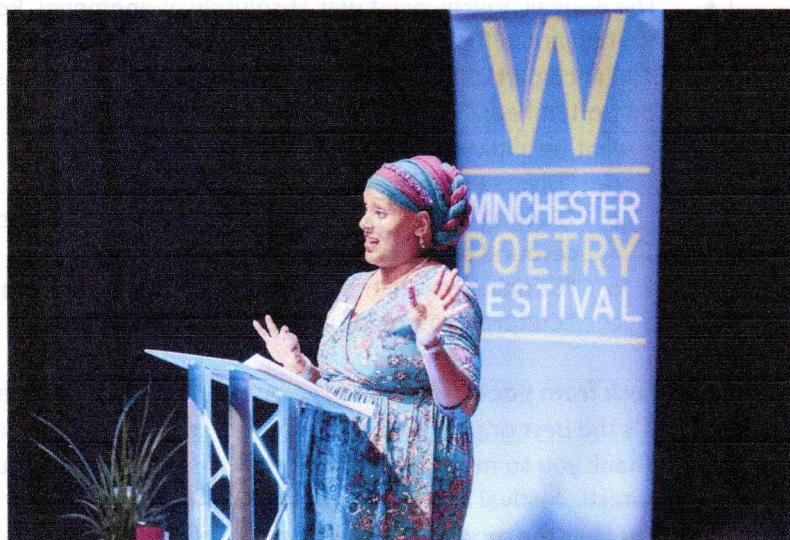
HAMPSHIRE POET

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).

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

	
Report to the trustees member of	On accounts for the year ended
Set out on pages	Report to the trustees member of
Responsibility and basis of report	
Independent examiner's statement	
Signed	Relevant professional qualification(s) or body
Name	Address
Date	City
County	Postcode

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 £
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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. Blythe</i>	JANE VERSTEEG BRYAN	15/7/24
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