



Trustees' Annual Report for the period

Period start date
From 1 January 2024 To 31 December 2024

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)

J. V. Bryant

Full name(s)

Jane Versteeg Bryant

Position (eg Secretary, Chair, etc)

Chair

Date

30th June 2025



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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		CC16a
Receipts and payments accounts				
For the period from	01/01/2024	to	31/12/2024	

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
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
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. Bryant</i>	Print Name JANE VERSTEEG, BRYANT	Date of approval 130 June 2025
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