



Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 1st	Month January	Year 2020	To	Day 31st	Month December	Year 2020

Section A Reference and administration details

Charity name	Isle of Wight Literary Festival
Other names charity is known by	
Registered charity number (if any)	1164814
Charity's principal address	Northwood House
	Ward Avenue
	Cowes Isle of Wight
Postcode	PO31 8AZ

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	Margaret Edwina Ankers	Chair		
2	Victoria Mary Guesdon Orr-Ewing	President		
3	Janet Lee Allan			
4	Robin Vandeleur Courage			
5	Julia Dams			
6	Tracy Ann Hastain			
7	Vanessa Elizabeth Hounsfield			
8	Lesley Pearson	Honorary Treasurer		
9	Peter Charles Taylor			
10				
11				
12				
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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

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)

Constitution

How the charity is constituted

(eg. trust, association, company)

CIO

Trustee selection methods

(eg. appointed by, elected by)

The Trustees are selected on the basis of the skill set needed by the Charity to discharge its objectives.

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

The objects of the CIO are:

a) to promote the arts for the public benefit, and in particular the art of literature, by the establishment and maintenance of an annual arts festival

b) to advance the education of the public by promoting and providing opportunities for the appreciation, understanding and enjoyment of literature.

During the Covid lockdown the Charity organised a free-to-view digital literary festival. Released to mark the festival dates, the digital literary festival offered our regular festival goers and a worldwide audience the opportunity to watch well known and local authors speaking on a variety of topics that included history, poetry, biography, fiction, children's fiction and local history.

By setting up a YouTube channel and including a playback option on our website, the appreciation, understanding and enjoyment of the literary festival was extended beyond its usual four days.

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 Trustees declare that they have had regard to the guidance from the Charity Commission in running the festival for the benefit of the public.

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

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Achievements and performance

Summary of the main achievements of the charity during the year

Given the restrictions lockdown placed upon events, the main achievement of 2020 was to deliver our annual literary festival with the majority of the cost covered by benefactors, friends and donations. The Charity organised a free-to-view digital literary festival that was released to mark the dates of our festival. The digital literary festival achieved the following:

- introduced the festival to a wider, world-wide audience
- supported authors by providing them with a platform to promote their books
- extended the life of the festival by making it available for playback from the festival's website
- allowed local authors to promote their books

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity aims to end its financial year with sufficient reserves to initiate the commencement of the following year's festival.

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)

MARGARET.EDWINA ANKERS

Position (eg Secretary, Chair, etc)

CHAIR



CHARITY COMMISSION
FOR ENGLAND AND WALES

Isle of Wight Literary Festival

Receipts and payments accounts

CC16a

For the period
from

1st January 2020

To

31st December 2020

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					
Tickets	-	-	-	-	57,9
Sponsors	-	-	-	-	9,9
Benefactors	-	-	-	-	8,9
Arts Council	-	-	-	-	13,4
Heritage Lottery Fund	-	-	-	-	9,8
Peter Giddens	-	-	-	-	1,9
Daisy Rich	-	-	-	-	2,0
Franks Trust	-	-	-	-	3,0
Ryde School	-	-	-	-	1,0
Advertising	-	-	-	-	1,4
Visit Isle of Wight	-	-	-	-	1,9
East Wight Schools	-	-	-	-	8
Book sales	-	-	-	-	5
Sundry	1,496	-	-	1,496	1,0
RFL	-	-	-	-	9
Fundraising lunch/dinner	-	-	-	-	8,9
Donations	8,565	-	-	8,565	1,0
Sub total (Gross income for AR)	10,061	-	-	10,061	122,0
A2 Asset and investment sales, (see table).					
	-	-	-	-	
Sub total	-	-	-	-	
Total receipts	10,061	-	-	10,061	122,0
A3 Payments					
Project management	6,749	-	-	6,749	12,8
Venue hire Marquee, Lighting and PA	-	-	-	-	33,4
Fundraising dinner	-	-	-	-	5,9
Advertising Marketing and media	2,610	-	-	2,610	5,9
Author's fees	150	-	-	150	19,7
Author's travel	259	-	-	259	3,9
Author's accommodation	-	-	-	-	10,9
Catering	-	-	-	-	6,9
Printing	-	-	-	-	2,9
Insurance	-	-	-	-	8
Volunteer expenses	-	-	-	-	4
Ticket costs	148	-	-	148	1,9
Office rent and rates	4,802	-	-	4,802	4,9
Office supplies	-	-	-	-	4
Ark and Dove	-	-	-	-	5,9
Sundry including 2019 creditors	6,738	-	-	6,738	2,9
Sub total	21,456	-	-	21,456	116,9
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	21,456	-	-	21,456	116,9

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current account	10,886		
	Total cash funds	10,886		
	agree balances with receipts and payments account			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer equipment	Unrestricted	3,000	250
	Desks	Unrestricted		300
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)