

# PENZANCE LITERARY FESTIVAL

England & Wales · Charity number 1168422

## Details

---

Other names	PENZANCE LITFEST
Status	Registered
Legal form	CIO
Registered	2016-07-25
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	58 Belgravia Street Penzance TR18 2BL
Phone	01736 350749
Email	<a href="mailto:info@pzlitfest.co.uk">info@pzlitfest.co.uk</a>
Website	<a href="http://www.pzlitfest.co.uk">http://www.pzlitfest.co.uk</a>

## Activities

---

**Objects:** 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.

**Activities:** To promote all genre of literature by the establishment and maintenance of an annual literary event, the Penzance Literary Festival for 4 days in July every year, and a number of LitFest Extra events during the year.To work with local youth and schools to advance education, appreciation, understanding and enjoyment of all forms of literature.

## Classification

---

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

- **Area of benefit:** LOCAL
- Cornwall

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£16,295	£12,428	-	-
2023-12-31	£12,372	£12,651	-	-
2022-12-31	£7,004	£9,283	-	-
2021-12-31	£0	£136	-	-
2020-12-31	£500	£80	-	-

## Trustees

Name	Role	Appointed
Derek Thompson		2020-01-07
Fiona Buxton		2025-01-14
Isabel Montagnon		2024-04-18
Monica Forty		2024-04-18
RICHARD WILLIAMS		2025-01-14
Renate Augstein		2019-01-08

**PENZANCE LITERARY FESTIVAL**

England & Wales - Charity number 1168422

---

# Accounts

---



# Trustees' Annual Report for the period

Period start date				Period end date			
From	Day00	Month	Year	To	Day	Month	Year
	01	Jan	2024		31	Dec	2024

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

c/o The Acorn	
Parade Street	
Penzance	
Postcode	TR18 4BU

### 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	R Viney	Chair		
2	RC Knight	Secretary		
3	L Camidge	Treasurer		
4	J Pestle			
5	P Hunter			
6	L Rogers		Jan -Oct 2024	
7	R Augstein			
8	D Thompson			
9	G Cleave			
10	M Forty		From April 2024	
11	I Montagnon		From April 2024	
12				
13				
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

**Name of chief executive or names of senior staff members (Optional information)**

--

**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)	Foundation
Trustee selection methods (eg. appointed by, elected by)	Appointment

**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 objectives of the Penzance Literary festival are:

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.

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

**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, having read the Charity Commission's Guidance on public benefit, have taken due regard of these requirements when exercising their powers and duties and in running the annual four-day Literary Festival [LitFest] in Penzance and associated events.

To ensure the annual LitFest has a wide appeal it uses community venues for events to keep costs and ticket prices to a minimum. These events are open to all, with admission charges kept as low as possible, with price concessions for those receiving benefits.

The Trustees work closely with other local organisations, including schools. In addition to the programmed July festival we also facilitated an outreach session at Humphry Davy School, where Young Adult author Kath Morgan ran a workshop for Year 9 students as part of their English timetable. And we arranged for Australian author Kate Forsyth (Queen of Fairy Tales) to run a Saturday morning storytelling session for children at Penzance Library.

**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.

The annual Literary Festival is organised and run entirely by a small group of *unpaid* volunteers.

The Organising Committee of six met regularly throughout the year and during the event 20 other volunteers helped with running the events each day, on the door, as stewards, venue managers, meeters & greeters, etc.

The charity is actively seeking greater funding for 2025 and beyond so that all contributors can be paid in line with the Society of Author's guidelines.

**Summary of the main achievements of the charity during the year**

The 13<sup>th</sup> annual Penzance Literary Festival, held from 2 to 6 July 2024, was one of the most successful since the festival began in 2010.

Penzance Town Council supported the 2024 LitFest with a £3,000 grant. This, together with other funding and in-kind support, enabled us to commit to a wide-ranging programme, with 45 events offering our audiences a blend of emerging and well-known authors, performances and a series of workshops.

In response to last year's post-event survey, we scheduled more high-profile author events in the evenings to allow access for those in full-time employment or education. Both Ann Cleeves (of 'Vera' and 'Shetland' fame) and Louise Doughty (best known for *Appletree Yard* and *Platform Nine*) appeared as evening headliners and were rewarded with a great turnout. In other evening sessions: Jim Causley, Miranda Sykes and John Palmer entertained a full house with songs and tales of ghosts, werewolves and country folk; we also featured a reading with the Penzance-based poet Katrina Naomi and a session on the history of cartooning with Harry Venning, before finishing on a high note with the ever-popular Great Big LitFest Quiz.

We also expanded our creative writing workshop programme to run over five days (rather than four as previously) with our 6-session 'LitFest Guide to Novel Writing' proving extremely popular. All our workshops sold out, which was a first.

In addition to our programmed events, we also facilitated an outreach session at Humphry Davy School, where Young Adult author Kath Morgan ran a workshop for Year 9 students as part of their English timetable. And we arranged for Australian author Kate Forsyth (Queen of Fairy Tales) to run a Saturday morning storytelling session for children at Penzance Library.

We maintained the ticket price for our daytime author events at £6 and our two-hour workshops at £20. Our audience seemed to appreciate this, as attested by a consistent stream of ticket sales from the moment the box office opened and by the number of sold-out events. A total of 1,550 tickets were sold (1,541 in 2023)

We had 199 responses to our post-LitFest survey, and the comments are invaluable for planning future programmes.

- 68.1% of respondents are local supporters of the LitFest from Penzance and within ten miles of the town.
- 31.8% are from further afield and/or outside of Cornwall, contributing to the local economy and spreading the word about the attractions of the town.
- 20% reserved a book by a LitFest author from their local library.
- 73.8% rated the LitFest events as very good or excellent value for money.
- 70.8% would be prepared to pay a little more for their tickets.
- 44.1% are 'definitely' committed to attending the 2025 LitFest and a further 36.9% 'probably will'.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have agreed to try to keep a reserve of £5,000

### 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.

#### Income total - £16,295

##### *Main sources of income*

- tickets, sales and commission £10,855
- adverts £620
- grants and sponsorship £4,225
- donations £595

#### Total expenditure - £12,483

##### *Main items of expenditure*

- venues & technical support £2,300
- speaker fees and expenses - £5,000
- publicity £2,823
- general event expenditure - £1,597
- outreach events £182

Balance income v expenditure - £3,837

Bank account 01.01.24 - £4547

Bank account 01.02.25 - £ 3,856 + £5,012 reserve (Gold Account) Total £8,868

#### Goods in kind

- GWR (rail warrants) £1,104
- Overnight accommodation £1,800
- Venues £120

## 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)	<i>R Viney</i>	<i>R Knight</i>
Full name(s)	RACHEL VINEY	ROBIN KNIGHT
Position (eg Secretary, Chair, etc)	CHAIR	Secretary
Date	6th May 2025	

<i>Income</i>	2022	2023	2024
Grants	250	2,500	4,225
Donations, Gift Aid			595
Programme adverts	400	540	620
Ticket & other sales	6,354	9,332	10,855
<b>Total income</b>	<b>7,004</b>	<b>12,372</b>	<b>16,295</b>
<b>Expenditure</b>			
Venues	(1,175)	(1,575)	(1,800)
Technical assistance	(415)	(500)	(500)
Professional fees	(600)	(600)	-
Ex-gratia payments	-		
Insurance	(152)	(152)	(215)
Bank charges	(78)	(58)	
Publicity	(1,827)	(1,995)	(2,823)
Running expenses	(805)	(459)	(1,597)
Team expenses	(426)	(429)	(311)
Contributor expenses/fees	(3,536)	(6,413)	(5,000)
Expenses – admin, post	(140)	(346)	-
Special events	(129)	(124)	(182)
<b>Total expenditure</b>	<b>(9,283)</b>	<b>(12,651)</b>	<b>(12,428)</b>
Profit (loss)	<b>(2,279)</b>	<b>(279)</b>	<b>3,837</b>
CAF Bank balance [31 Dec]	4,826	4,547	8,868

***Penzance LitFest Accounts for 2024***

**PENZANCE LITERARY FESTIVAL**

England & Wales - Charity number 1168422

---

# Accounts

---



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	01	Jan	2023	<b>To</b>	31	Dec	2023

## Section A Reference and administration details

Charity name

Penzance Literary Festival

Other names charity is known by

Pz LitFest

Registered charity number (if any)

1168422

Charity's principal address

c/o The Acorn  
 Parade Street  
 Penzance  
**Postcode** TR18 2BL

### 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	R Viney	Chair		
2	RC Knight	Secretary		
3	L Camidge	Treasurer		
4	J Pestle			
5	P Hunter			
6	L Rogers			
7	R Augstein			
8	D Thompson			
9	G Cleave			
10				
11				
12				
13				
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

### Name of chief executive or names of senior staff members (Optional information)

--

## 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)	Foundation
Trustee selection methods (eg. appointed by, elected by)	Appointment

### 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 objectives of the Penzance Literary Festival are:

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.

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

**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, having read the Charity Commission's Guidance on public benefit, have taken due regard of these requirements when exercising their powers and duties and in running the annual four day Literary Festival [LitFest] in Penzance and associated events.

To ensure the annual LitFest has a wide appeal it uses community venues for events to keep costs and ticket prices to a minimum. These events are open to all, with admission charges kept as low as possible, with price concessions for those receiving benefits.

The Trustees works closely with other local organisations, including schools. In addition to the programmed July festival in 2023 the LitFest team organised an outreach project with the young adult author Tracy Darnton at Humphry Davy School.

**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.

The annual Literary Festival is organised and run entirely by a small group of *unpaid* volunteers.

The Organising Committee of six met regularly throughout the year and during the event 20 other volunteers helped with running the events each day, on the door, as stewards, venue managers, meeters & greeters, etc.

The charity is actively seeking greater funding for 2024 and beyond so that all contributors can be paid in line with the Society of Author's guidelines.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### 2023 12<sup>th</sup> annual Penzance LitFest

The theme for the 2023 festival was *Arrival* and during the four days of the festival there were 53 events scheduled, of which 51 took place. Included were 8 writing workshops, and 2 film events, a first for the LitFest. As always a wide range of literary genres was covered. Emerging and local authors, together with such well-known national names as Kate Mosse, Raynor Winn and Julie Myerson, contributed to making the festival a success.

Ticket sales totalled 1,1541, of which just 35 were sold on the door. The remainder were sold either online or in by person in advance. Ticket income was up on previous years at £8,803: in 2019 pre-Covid, it was £8,140.

Ticket prices were kept as low as possible in line with our objectives; the standard ticket price being £6. A small operating loss of £279 was incurred, significantly less than 2022, although for the first time all contributors were offered a fee. General operating costs were also higher. However, we were able to secure more grants this year amounting to £2,500, whereas in 2022 only £250 was available.

In addition to the programmed July LitFest events there were two outreach events during 2023

The LitFest team organised an outreach project with the young adult author Tracy Darnton at Humphry Davy School.

Additionally, the LitFest collaborated with local performance artist Sally Crabtree and the Devon and Cornwall Rail Partnership in a Literary Train event on the opening day of the festival. Audience engagement activities took place on the train and at Penzance railway station.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have agreed to try to keep a reserve of £5,000

### 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.

*Major sources of funding in 2023:*

Tickets and commission £9,332

Adverts in programme: £540

Grants: £2,500

**Total income: £12,372**

*Expenditure in 2023 for annual festival:*

**£12,651** an operating loss of £279

*Goods received in kind for 2023:*

x4 GWR rail tickets to the value of £700 estimated,

Venues –not charged: value £140

Free or subsidised accommodation for speakers worth £800

**CAF Bank balance 31.12.23 - £4,547:** £453 below our desired reserve of £5,000

**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)	<i>RL Viney</i>	<i>RC Knight</i>
Full name(s)	<i>RACHEL LOCKWOOD VINEY</i>	<i>Robin Knight</i>
Position (eg Secretary, Chair, etc)	<i>CHAIR</i>	<i>Secretary</i>
Date	<i>6th March 2024</i>	



**PENZANCE LITERARY FESTIVAL**

England & Wales - Charity number 1168422

---

# Accounts

---



### Trustees' Annual Report for the period

Period start date		Period end date	
From	01 01 2022	To	31 12 2022

#### Section A Reference and administration details

Charity name **Penzance Literary Festival**

Other names charity is known by **Pz LitFest**

Registered charity number (if any) **1168422**

Charity's principal address

c/o Acorn
Parade Street
Penzance
Postcode <b>TR18 2BL</b>

#### 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	R Viney	Chairperson		
2	RC Knight	Secretary		
3	J Pestle			
4	L Camidge	Treasurer		
5	P Hunter			
6	L Rogers			
7	R Augstein			
8	D Thompson			
9	G Cleave		From July 2022	
10				
11				
12				
13				
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

**Name of chief executive or names of senior staff members (Optional information)**

--

**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)

Foundation

Trustee selection methods  
(eg. appointed by, elected by)

Appointment

**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 Penzance Literary Festival are:

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.

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

**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, having read the Charity Commission's Guidance on public benefit, have taken due regard of these requirements when exercising their powers and duties and in running the annual four day Literary Festival [LitFest] in Penzance and associated events.

To ensure the LitFest has a wide appeal it uses community venues for events to keep costs and ticket prices to a minimum.

In 2022 the LitFest team arranged for a local journalist to talk to a group of about 100 Penwith College students about his career in journalism and the changes that the media continue to undergo.

A workshop was held at Humphry Davy School with Claire Owen attended by around 40 students.

**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.

The annual Literary Festival is organised and run entirely by a small group of *unpaid* volunteers.

The Organising Committee of seven met regularly throughout the year and during the event 20 other volunteers helped with running the events each day, on the door, as stewards, venue managers, meeters & greeters, etc.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

No Penzance Literary Festival was held in 2020 or 2021 because of the Covid pandemic. In 2022, although some people were still reluctant to attend public events, it was decided to go ahead with the July festival on the same basis as the previous successful 10 annual events. The indoor venues used in past years were reviewed and deemed suitable for a summer event. One previously used venue was unavailable.

The theme for the 2022 festival was *Breakaway* and during the four days of the festival there were 34 events, fewer than in 2019, including nine workshops plus the popular annual LitFest quiz. A wide range of literary genres was covered, and included seven poetry sessions, more than in many previous years. Emerging and local authors, together with some well-known national names, contributed to making the festival a success. Three events had to be cancelled at short notice due to illness.

Ticket sales were down on 2019 a total of 951; 891 tickets were sold online, and a further 60 on the door. Ticket income was £6,184 in 2022, whereas in 2019 it was £8,289.

Our estimate of the number of individuals paying to attend events was 308 (based on online sales and door sales), also down on previous years. Ticket prices were kept as low as possible in line with our objectives. An operating loss of £2,279 was incurred. This was largely attributable to lower ticket sales, coupled with higher than anticipated expenses for contributors and increased costs generally.

In addition to the programmed July LitFest events there were two outreach events during 2022 reaching a total of 140 students.

We have established links with the local 16-18 education provider, Penwith College, and one of our team paid several visits to listen to students to gauge their response to the 2022 programme and learn what they would like to see at the LitFest. We also arranged for a local journalist to talk to a group of about 100 Penwith College students about his career in journalism and the changes that the media continue to undergo.

The LitFest team organised a workshop at Humphry Davy School with Claire Owen attended by around 40 students. These outreach activities were supported by a grant of £500 from Penzance Council carried over from 2020 when there was no festival.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have agreed to keep a reserve of £5,000.

### 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.

*Major sources of funding in 2022:*

Tickets and other sales £6,354 [£8,289 in 2019 £7,084 in 2018]  
 Adverts in programme: £400  
 Grants: £250

Total income: £7,004 [£9,812 in 2019]

*Expenditure in 2022 for annual festival:*  
 £9,283 an operating loss of £2,279

*Goods received in kind for 2022:*

x4 GWR rail tickets to the value of £700 est,  
 Venues –not charged: value £140  
 Free or subsidised accommodation for speakers worth £800  
 Fees paid for professional services in 2022 £600 [2019 £600]

Bank balance 31.12.22 - £4,826 slightly below our desired reserve of £5,000

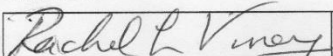
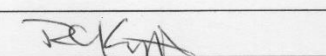
**Section F Other optional information**

Four, quarterly Trustee meetings considered the following:  
 The future shape of the LitFest post-Covid  
 Application for grants from ACE and other funding bodies to enable the LitFest to offer all contributors a fee as recommended by the Society of Authors  
 Agreed a budget and reserve policy  
 Engagement with young people and the wider community

**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)	RACHEL LOCKWOOD VINEY	Robin Charles KNIGHT
Position (eg Secretary, Chair, etc)	CHAIR	Secretary

Date 21st February 2023

## Penzance LitFest Accounts for 2022

<i>Income</i>	<i>2022</i>	<i>2019</i>
		<i>£</i>
Grants	250	250
Donations, Gift Aid		873
Programme adverts	400	400
Ticket & other sales	6,354	8,289
<b>Total income</b>	<b>7,004</b>	<b>9,812</b>
<b>Expenditure</b>		
Venues	(1,175)	(1184)
Technical assistance	(415)	(540)
Professional fees	(600)	(600)
Ex-gratia payments	-	-
Insurance	(152)	(139)
Bank charges	(78)	(60)
Publicity	(1,827)	(1,834)
Running expenses	(805)	(942)
Team expenses	(426)	(677)
Contributor expenses/fees	(3,536)	(3,397)
Expenses – admin, post	(140)	(291)
Special events	(129)	(805)
<b>Total expenditure</b>	<b>(9,283)</b>	<b>(10,470)</b>
<b>Profit (loss)</b>	<b>(2,279)</b>	<b>(658)</b>
<b>Bank balance [31 Dec]</b>	<b>4,826</b>	<b>6,821</b>

**PENZANCE LITERARY FESTIVAL**

England & Wales - Charity number 1168422

---

# Accounts

---

## Trustees' Annual Report for the period

Period start date                      Period end date  
 From 01 01 2021                      To 31 12 2021

### Section A                      Reference and administration details

**Charity name** Penzance Literary Festival  
**Other names charity is known by** Pz Lit Fest  
**Registered charity number (if any)** 1168422  
**Charity's principal address** c/o Acorn  
Parade Street  
Penzance  
**Postcode** TR18 2BL

#### 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	R Viney			
2	RC Knight	Secretary		
3	J Pestle			
4	L Camidge	Treasurer		
5	P Hunter	Chairperson		
6	L Rogers			
7	R Augstein			
8	D Thompson			
9	P Wisdom			
10	D Taylor		Until October 2021	
11				
12				
13				
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

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Foundation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointment

**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 Penzance Literary Festival are:  
 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.  
 To advance the education of the public by promoting and providing opportunities for the appreciation, understanding and enjoyment of literature.

**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 planned 2021 annual Penzance Literary Festival was cancelled because of Covid-19 restrictions. Our website was kept refreshed with blogs and interviews, and regular posts put onto Facebook.

Retention of records, both paper and electronic were reviewed and amended.

The only expenditure was £96 for bank charges and £40 for room hire for two Trustee's meeting.

As of 31 December 2021 our bank account stood at £7,105.19

Regular Trustee meetings were held by Zoom, two face to face.

**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**

The usual July festival was cancelled because of the Covid-19 pandemic

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The Trustees have agreed to keep a reserve of £5,000.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:


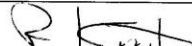
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Paul Hunter	Robin Knight
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Secretary

**Date** 21 April 2022

**PENZANCE LITERARY FESTIVAL**

England & Wales - Charity number 1168422

---

# Accounts

---

**Trustees' Annual Report for the period**

From 01 01 2020 To 31 12 2020

**Section A Reference and administration details**

Charity name: Penzance Literary Festival

Other names charity is known by: Pz Lit Fest

Registered charity number (if any): 1168422

Charity's principal address: c/o Acom, Parade Street, Penzance, Postcode TR18 2BL

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 R Viney			
2 RC Knight	Secretary		
3 J Pestle			
4 L Camidge	Treasurer		
5 P Hunter	Chairperson		
6 D Taylor			
7 L Rogers			
8 R Augstein			
9 P Wladom			
10 D Thompson			
11			
12			
13			
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

Name of chief executive or names of senior staff members (Optional Information)

**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)	Foundation
Trustee selection methods (eg. appointed by, elected by)	Appointment

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 Penzance Literary Festival are:  
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.  
To advance the education of the public by promoting and providing opportunities for the appreciation, understanding and enjoyment of literature.

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 planned 2020 annual Penzance Literary Festival was cancelled because of Covid-19 restrictions. Our website was kept refreshed with blogs and interviews, and regular posts put onto Facebook.  
The only expenditure was £60 for bank charges. The outreach grant from Penzance Town Council for £500 was not spent in 2020 but needs to be by March 2022.  
As of 31 December 2020 our bank account stood at £7,241.19.  
Regular Trustee meetings were held by Zoom.

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

The usual July festival was cancelled because of the Covid-19 pandemic

**Section E Financial review**

Brief statement of the charity's policy on reserves

The Trustees have agreed to keep a reserve of £5,000.

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)	Position (eg. Secretary, Chair, etc)
	Paul Hunter	Chair
	Robin Knight	Secretary

Date: 24 July 2021

## ***Penzance LitFest Accounts for 2020***

<i>Income</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>
	<i>£</i>	<i>£</i>	<i>£</i>
Grants	550	250	500
Donations, Gift Aid	170	873	0
Programme adverts	320	400	0
Ticket sales	7,084	8,289	0
<b>Total income</b>	<b>8,124</b>	<b>9,812</b>	<b>500</b>
<b>Expenditure</b>			
Venues	980	1184	0
Technical assistance	520	540	0
Professional fees	600	600	0
Ex-gratia payments	150	-	0
Insurance	139	139	0
Bank charges	60	60	60
Publicity	1,552	1,834	0
Running expenses	498	942	0
Team expenses	252	677	20
Contributor expenses/fees	3,675	3,397	0
Expenses – admin, post, survey	226	291	0
Special events	-	805	0
<b>Total expenditure</b>	<b>8,652</b>	<b>10,470</b>	<b>80</b>
<b>Profit (loss)</b>	<b>(528)</b>	<b>(658)</b>	
<b>Bank balance [31 Dec]</b>	<b>7,668</b>	<b>6,821</b>	<b>7241.19</b>