

**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 trustees (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 Wisdom			
10 D Thompson			
11			
12			
13			
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20			

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

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March 2012

**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**

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 objects of the charity set out in its governing document**

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March 2012

**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

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March 2012

**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**

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March 2012

## ***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>