

## 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

<b>Charity name</b>	Penzance Literary Festival
<b>Other names charity is known by</b>	Pz Lit Fest
<b>Registered charity number (if any)</b>	1168422
<b>Charity's principal address</b>	c/o Acorn
	Parade Street
	Penzance
	<div style="display: flex; justify-content: space-between;"> <span><b>Postcode</b></span> <span>TR18 2BL</span> </div>

#### 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)**

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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)

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.

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## 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:


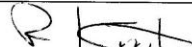
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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

Signature(s)		
Full name(s)	Paul Hunter	Robin Knight
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	21 April 2022	