



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 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	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)

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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 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

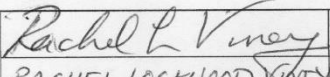
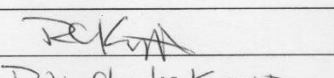
Agreed a budget and reserve policy

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
Total income	7,004	9,812
<i>Expenditure</i>		
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)
Total expenditure	(9,283)	(10,470)
Profit (loss)	(2,279)	(658)
Bank balance [31 Dec]	4,826	6,821