



Trustees' Annual Report for the period

		Period start date						Period end date		
		01	Jan	2023				31	Dec	2023
From					To					

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				
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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 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 12th 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

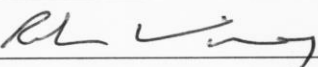

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	RACHEL LOCKWOOD VINEY	Robin Knight
Position (eg Secretary, Chair, etc)	CHAIR	Secretary
Date	6th March 2024	

