



## 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

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 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)**

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

***Penzance LitFest Accounts for 2024***