

THE POETRY EXCHANGE

England & Wales · Charity number 1185714

Details

Status Registered

Legal form CIO

Registered 2019-10-09

Register [View on the Charity Commission register](#)

Contact

Address 26 Monument Court
Woolners Way
Stevenage
SG1 3AD

Phone 07854426247

Email hello@thepoetryexchange.co.uk

Website www.thepoetryexchange.co.uk

Activities

Objects: TO ADVANCE THE ARTS AND CULTURE, IN PARTICULAR POETRY, FOR THE PUBLIC BENEFIT, BY PRODUCING EVENTS AND ACTIVITIES THAT PROMOTE THE PUBLIC'S ENGAGEMENT WITH AND APPRECIATION OF POETRY, FOR THE GENERAL PUBLIC AROUND THE UK AND WORLDWIDE.

Activities: The Poetry Exchange runs a wide range of public activities that invite people to explore & connect more closely with poetry. We make poetry accessible to the widest possible audience, by inviting people to discover & share what poems mean to them. We talk with people from all walks of life about the poem that's been a friend to them, sharing these unique & powerful stories with a global audience.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£8,247	£14,980	-	-
2024-03-31	£38,314	£23,593	-	-
2023-03-31	£18,703	£15,191	-	-
2022-03-31	£8,452	£11,643	-	-
2021-03-31	£34,425	£29,063	-	-

Trustees

Name	Role	Appointed
Alison McManus	Chair	2019-10-09
Dr Andrea Witzke Slot		2023-04-16
Roy McFarlane		2019-10-09

THE POETRY EXCHANGE

England & Wales - Charity number 1185714

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 01 April 2024 Period start date To: 31 March 2025 Period end date

Charity name: The Poetry Exchange

Charity registration number: 1185714

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the arts and culture, in particular poetry, for the public benefit, by producing events and activities that promote the public's engagement with and appreciation of poetry, for the general public around the UK and worldwide.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Poetry Exchange runs various activities that enable the widest possible range of people to engage with and appreciate poetry. Through our unique idea of poems as friends, we invite people from all walks of life to discover and share what poems mean to them. We talk with readers around the UK about the poem that has been a friend to them, making space for these individuals to explore and deepen their sense of personal connection with a chosen poem. We share some of these extraordinary conversations through The Poetry Exchange podcast, bringing poems to thousands of listeners around the world through the voices and stories of those who read them. We also run live events and workshops at festivals, libraries, universities, community centres and workspaces, inviting people of all ages and backgrounds to connect more closely with poetry, themselves and each other.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Whilst we pay people appropriately wherever possible for their work (based on Artists Union England rates), our core team, community of practitioners and supporters will often give their time voluntarily, due to their passion for and commitment to The Poetry Exchange and its work.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We were left devastated and heartbroken during 2024-25 when our founder and Artistic Director, Fiona Bennett, became ill with a rare and complex form of cancer in May 2024. Tragically, Fiona passed away in August of the same year. Naturally, this took over all our care and attention during the year, requiring us to put many of our plans on hold. We focussed on being there for Fiona and each other, and on communicating the sad news to the Poetry Exchange community around the world. People wrote in from far and wide to express their love and admiration for Fiona, and gratitude for her work with The Poetry Exchange – including many heartfelt messages from people who had never met Fiona but whose lives had been touched by her voice, her heart, her work: <i>"I would like to express my sincerest sympathies and condolences for the loss of Fiona. As a listener from Cyprus I only got to know Fiona through her voice and the latest live stream you organised earlier this year."</i>

		<i>Despite this, I feel like I lost a friend, who has kept me company for many years through your collective content and I consider myself incredibly fortunate to have been touched by her sensitivity, her depth of thought and feeling and her talent.” – Sergios H</i> <i>“I’ve never met Fiona but I loved to hear her voice on the Poetry Exchange. She was always so kind and gentle with the guests she had on the show and at the same time, so intellectually rigorous.</i> <i>I am grateful for her life, for the way she showed up for others, for being brave, authentic, wise and kind.” – Jill Jackson</i> In spite of the enormity of what we were feeling and facing, we did manage to carry out some beautiful work during 2024-25, making some shining achievements that are testament to Fiona’s extraordinary presence and leadership, and her boundless legacy. Most notably, we published The Poetry Exchange Anthology <i>Poems as Friends</i> with Quercus Editions in May 2024. The result of two years of intensive work by Fiona Bennett and Michael Shaeffer, drawing on 10 years of work of The Poetry Exchange – this unique anthology shares 60 poems accompanied by the stories of readers who have known them as friends. It truly is a one-of-a-kind book in which extraordinary poems from the past and present sit alongside the voices and stories of people from all walks of life, talking about how these poems have acted as friends to them and have played a vital part in their lives. Even though our plans for the launch and promotion of <i>Poems as Friends</i> had to be scaled back in the circumstances, the response from readers around the UK and worldwide has been fantastic and so moving to receive: <i>“The Poetry Exchange found me in COVID lockdown and reminded me how much I treasure the music and soul of good writing. The poems are made fresh by people’s personal readings of them and give me great comfort and joy. Poems are indeed some of our best friends. A wonderful concept beautifully shared.”</i> Anonymous reader review on Amazon
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		<i>Poems as Friends</i> received several accolades during 2024-25, including being selected as one of the Poetry Books of the Year by <i>The Guardian</i> in December 2024, and being consistently listed as a 5* seller by Gardners (the UK's largest book distributor). As we moved into 2025, we continued to celebrate <i>Poems as Friends</i> by creating various events and activities that would open up the book with new audiences. This included: an online advent calendar sharing a poem a day during December; readings from the anthology at Garsington Opera, Hertfordshire Libraries, Nottingham University, the National Poetry Library and more. Alongside all of this we also continued our much-loved Poetry Exchange podcast, reaching the extraordinary milestone of our 100th episode in July 2025. Special mention must be made here of our co-host Michael Shaeffer, who continued to steer and host the podcast over the course of Fiona's illness and in the months following her passing, sharing the news and speaking to our listeners with immense sensitivity and love at such a difficult time. Thank you so much Michael for all your incredible hosting, enthusiasm and companionship to so many through The Poetry Exchange podcast over the last 10 years.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Even though we had a lower income in 2024-25 compared to the previous year, we still ended the period with a healthy £13,692 cash funds available to see through our planned activity into 2025-26. This included the remainder of a grant from Arts Council England (£29,993 total), for which the funder allowed us an extension on its expenditure and reporting (until December 2025).
	Para 1.41	

Investment performance against objectives		
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Poetry Exchange is in a healthy position at the end of 2024-25, with £13,692 cash funds carried over into 2025-26. The majority of this is the remainder of a significant grant from Arts Council England (£29,993 total), for which the funder allowed us an extension on its expenditure and reporting until December 2025.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees' ambition is to generate sufficient reserves to sustain the regular costs of The Poetry Exchange's 'core' programme for up to 4 months, which would allow us sufficient time either to pause or wind up our activity, or to raise additional funds to continue beyond this period.
Amount of reserves held	Para 1.22	No reserves in place at this stage.
Reasons for holding zero reserves	Para 1.22	Whilst The Poetry Exchange does not currently hold formal reserves, we operate as a very light-touch organisation with no offices, salaried staff or other overheads to consider. Therefore this does not pose a significant risk to The Poetry Exchange's viability.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Poetry Exchange operates sustainably as a small charity, through having no offices, salaried staff or other overheads to consider, and by only undertaking work when we have sufficient funds/resources to do so.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	We saw the remaining £6,000 payment from Quercus Editions towards The Poetry Exchange Anthology in 2024-25, covering editorial fees and rights/permissions (secured by The Poetry Exchange). The total fee from Quercus of £11,000 was fully allocated on the production of The Poetry Exchange Anthology over 2023-25.

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Risk: lack of continuity or capacity due to high levels of freelance and/or volunteer work. Mitigation: The Poetry Exchange is run by a passionate team and community, and we scale our work depending on the resources and time available.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A	
Type of governing document (trust deed , royal charter)	Para 1.25	Foundation model constitution	
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees appointed by existing trustees i.e. Alison McManus, Roy McFarlane, Andrea Witzke Slot. Every trustee must be appointed for a term of three years by a resolution passed at a meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.	

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Poetry Exchange
Other name the charity uses	
Registered charity number	1185714
Charity's principal address	26 Monument Court Woolners Way Stevenage SG1 3AD

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	Alison McManus	Chair		
2	Roy McFarlane			
3	Andrea Witzke Slot			
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	 Alison McManus (Jan 26, 2026 13:58:10 GMT)	
Full name(s)	Alison McManus	Andrea Witzke Slot
Position (eg Secretary, Chair, etc)	Chair	
Date	26/01/2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Poetry Exchange

1185714

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Receipts and payments accounts

For the period from	01/04/2024	To	31/03/2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Arts Council England National Lottery Project Grants				-	-
Earned income - fees from partners	887			887	3,120
Earned income - fees for Anthology from Quercus	6,000			6,000	5,000
Donations - fundraising event(s)	-			-	1,550
Individual donations	1,360			1,360	550
Sub total (Gross income for AR)	8,247	-		8,247	10,220
A2 Asset and investment sales, (see table).					
Sub total				8,247	10,220
Total receipts	8,247			8,247	10,220

A3 Payments

Artists' fees & expenses	644	1,503		2,147	3,240
Venue hire & materials	350	524		874	202
Producing & marketing	962	1,443		2,405	2,200
Audio production		1,800		1,800	2,900
Other freelance support				-	905
Rights & permissions				-	536
Advertising & promotion	517			517	149
Software, subscriptions, insurance	1,129	1,693		2,822	2,136
Travel, tickets, subsistence - core team & trustees	527			527	844
Supporter & donor care	281			281	552
Anthology - author fees	2,607			2,607	3,000
Anthology - rights & permissions	1,000			1,000	6,928
Sub total	8,017	6,964		14,980	23,593

A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	8,017	6,964		14,980	23,593
Net of receipts/(payments)	231	- 6,964		- 6,733	- 13,373
A5 Transfers between funds					
A6 Cash funds last year end	4,497	15,928		20,424	16,912
Cash funds this year end	4,728	8,965		13,692	#####

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endow ment funds to nearest £
B1 Cash funds		4,728	8,965	
	Total cash funds	4,728	8,965	
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endow ment to nearest £
B2 Other monetary		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Alison McManus	26.01.26
	Andrea Witzke Slot	26.01.26

Notes: £635 paid to trustee Roy McFarlane and £1,607 paid to trustee Fiona Bennett for artistic services to The Poetry Exchange over 2024-25. A resolution was in place and updated by all trustees to allow for Roy McFarlane and Fiona Bennett to receive these payments at specific moments during 2024-25, given their unique skills and experience within The Poetry Exchange team.

THE POETRY EXCHANGE

England & Wales - Charity number 1185714

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 01 April 2023 Period start date To: 31 March 2024 Period end date

Charity name: The Poetry Exchange

Charity registration number: 1185714

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the arts and culture, in particular poetry, for the public benefit, by producing events and activities that promote the public's engagement with and appreciation of poetry, for the general public around the UK and worldwide.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Poetry Exchange runs various activities that enable the widest possible range of people to engage with and appreciate poetry. Through our unique idea of poems as friends, we invite people from all walks of life to discover and share what poems mean to them. We talk with readers around the UK about the poem that has been a friend to them, making space for these individuals to explore and deepen their sense of personal connection with a chosen poem. We share some of these extraordinary conversations through The Poetry Exchange podcast, bringing poems to thousands of listeners around the world through the voices and stories of those who read them. We also run live events and workshops at festivals, libraries, universities, community centres and workspaces, inviting people of all ages and backgrounds to connect more closely with poetry, themselves and each other.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Whilst we pay people appropriately wherever possible for their work (based on Artists Union England rates), our core team, community of practitioners and supporters will often give their time voluntarily, due to their passion for and commitment to The Poetry Exchange and its work.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	This report is written following the devastating and unexpected loss of our founder and director, Fiona Bennett. It is with pain and sadness that we look back on 2023-24 – the final year before Fiona became ill – but at the same time with great pride and joy at all the amazing work we did together during this time. Our main achievement over 2023-24 was creating and delivering our unique anthology – <i>Poems as Friends</i> – having secured a publishing contract for the book with Quercus Books in 2022-23. <i>Poems as Friends: The Poetry Exchange 10th Anniversary Anthology</i> is a celebration of the power of poetry in people's lives. It gathers together a unique collection of poems brought to The Poetry Exchange over the last 10 years, accompanied by the stories of connection from readers who have known them as friends. Fiona Bennett and Michael Shaeffer are co-authors of The Poetry Exchange anthology and worked incredibly closely and intensively on gathering, reviewing, curating and editing the material to be included within the book, out of a vast and

		diverse range of poems and stories brought to The Poetry Exchange over the last 10 years. We have had over 300 nominations of poems as friends since 2014, so the task of selecting 60 of these, and how best to arrange and present them, was quite a task! It was also necessary to secure permissions from the poets or rights holders of the selected poems, as well as readers who brought these to The Poetry Exchange, to allow us to share their words and stories. Fiona and Michael worked consistently on the manuscript over 2023-24, with lots of back and forth with our editors at Quercus Books, whilst John Prebble, Ken Cockburn and Jessica Boatright, looked after rights and permissions. After a long but profoundly rewarding creative period, the first draft of <i>Poems as Friends</i> was delivered to Quercus Books in May 2023, with the final proof signed off in March 2024. Our anthology was published on 9th May 2024. <i>“As Michael and I explored the treasure trove of the archive...themes of friendship emerged. You will find here poems that can sit with you in the dark and poems that bring the light, poems of celebration, elegy and comfort, and poems, that like good friends do, might challenge you to confront the thought that unsettles you or the truth you’ve felt in your bones but not yet found the words for.” – Fiona Bennet, from the introduction to Poems as Friends.</i> Alongside the production of our anthology, our work on The Poetry Exchange podcast and live events continued as normal, with guests in 2023-24 including: UK poetry trailblazer Salena Godden; poetry luminary (and trustee) Roy McFarlane with a special tribute episode to Benjamin Zephaniah; and US poet and radio host Lois P. Jones, who greatly boosted our listenership and following in the USA.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	We had great success with fundraising in 2022-23, in securing a large grant of £29,993 from Arts Council England towards our core work of producing The Poetry Exchange podcast and live events, in a way that chimes with and supports the release of The Poetry Exchange Anthology. £26,994 was received in 2023-24, with the remainder paid in 2024-25. This was a major vote of confidence and form of support from Arts Council England, who have supported us with occasional, smaller grants for specific projects in previous years. Alongside this, the production of the anthology itself was made possible through the editorial fees and rights budget from Quercus Books, who recognised how special <i>Poems as Friends</i> was and commissioned the book from Fiona, Michael and The Poetry Exchange. £5,000 from Quercus was received in 2023-24, with the remainder received in 2024-25.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Poetry Exchange is in a healthy position at the end of 2023-24, with £20,424 cash funds at year end. The majority of this (£15,928) is restricted funds out of the Arts Council England grant (£26,994), which is carried over for spend/activity in 2024-25 as planned. A modest amount of unrestricted cash funds are also carried over into 2024-25 (£4,497), thanks to increased earned income and individual donations over the last two years.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees' ambition is to generate sufficient reserves to sustain the regular costs of The Poetry Exchange's 'core' programme for up to 4 months, which would allow us sufficient time either to pause or wind up our activity, or to raise additional funds to continue beyond this period.
Amount of reserves held	Para 1.22	No reserves in place at this stage.
Reasons for holding zero reserves	Para 1.22	Whilst The Poetry Exchange does not currently hold formal reserves, we operate as a very light-touch organisation with no offices, salaried staff or other overheads to consider. Therefore this does not pose a significant risk to The Poetry Exchange's viability.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Poetry Exchange operates sustainably as a small charity, through having no offices, salaried staff or other overheads to consider, and by only undertaking work when we have sufficient funds/resources to do so.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	We were successful in securing a large grant of £29,993 from Arts Council England this year, towards our core work of producing The Poetry Exchange podcast and live events. We also saw a large increase in earned income in the form of the commission from Quercus Books for The Poetry Exchange Anthology (£5k received this year, of a £11k total commission). We also maintained a fair level of income from other partner/commissioned activity (£3,120) and individual donations (£2,100), although these were down on 2022-23 since we decided to focus on the production of The Poetry Exchange anthology.

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Risk: lack of continuity or capacity due to high levels of freelance and/or volunteer work. Mitigation: The Poetry Exchange is run by a passionate team and community, and we scale our work depending on the resources and time available.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A	
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation model constitution	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees appointed by existing trustees i.e. Alison McManus, Roy McFarlane, Andrea Witzke Slot. Every trustee must be appointed for a term of three years by a resolution passed at a meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.	

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Poetry Exchange
Other name the charity uses	
Registered charity number	1185714

Charity's principal address	26 Monument Court Woolners Way Stevenage SG1 3AD

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	Alison McManus	Chair		
2	Roy McFarlane			
3	Andrea Witzke Slot		16/04/2023 – 31/03/2024	
4	Fiona Bennett			
5	John Prebble		01/04/2023 – 06/02/2024	
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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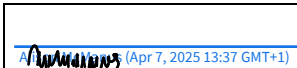
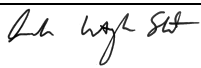
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	 Alison McManus (Apr 7, 2025 13:37 GMT+1)	
Full name(s)	Alison McManus	Andrea Witzke Slot
Position (eg Secretary, Chair, etc)	Chair	
Date	07/04/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Poetry Exchange

1185714

Receipts and payments accounts

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For the period
from

01/04/2023

To

31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Arts Council England National Lottery Project Grants		28,094		28,094	9,900
Earned income - fees from partners	3,120			3,120	5,195
Earned income - fees for Anthology from Quercus	5,000			5,000	-
Donations - fundraising event(s)	1,550			1,550	1,573
Individual donations	550			550	2,035
Sub total (Gross income for AR)	10,220	28,094		38,314	18,703
A2 Asset and investment sales, (see table).					
Sub total				38,314	18,703
Total receipts	10,220	28,094		38,314	18,703

A3 Payments

Artists' fees & expenses	1,197	2,043		3,240	3,966
Venue hire & materials		202		202	1,252
Producing & marketing		2,200		2,200	1,997
Audio production		2,900		2,900	3,209
Other freelance support		905		905	2,078
Rights & permissions		536		536	150
Advertising & promotion		149		149	576
Software, subscriptions, insurance	577	1,559		2,136	1,963
Travel, tickets, subsistence - core team & trustees	228	616		844	-
Supporter & donor care	149	403		552	-
Anthology - author fees	3,000			3,000	-
Anthology - rights & permissions	5,000	1,928		6,928	-
Sub total	10,151	13,441		23,593	15,191

A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	10,151	13,441		23,593	15,191
of receipts/(payments)	69	14,653		14,721	3,512
A5 Transfers between funds					
A6 Cash funds last year end	4,428	1,275		5,703	2,191
Cash funds this year end	4,497	15,928		20,424	5,703

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endow ment funds to nearest £
B1 Cash funds		4,497	15,928	
	Total cash funds	4,497	15,928	
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endow ment to nearest £
B2 Other monetary		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
 Alison McManus (Apr 7, 2025 17:14 GMT+1)	Alison McManus	07/04/ 2025
	Andrea Witzke Slot	07/04/ 2025

Notes: £496.80 paid to trustee Roy McFarlane and £2415.00 paid to trustee Fiona Bennett for artistic services to The Poetry Exchange over 2023-24. A resolution was in place and updated by all trustees to allow for Roy McFarlane and Fiona Bennett to receive these payments at specific moments during 2023-24, given their unique skills and experience within The Poetry Exchange team.



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Poetry Exchange

On accounts for the year
ended

31/3/24

Charity no
(if any)

1185714

Set out on pages

Page 1 only

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2024**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Gary Brown

Date:

31/3/25

Name:

Gary Brown

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant (ACA)

Address:

1 Main Street

Frolesworth

Leicestershire

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None to disclose

THE POETRY EXCHANGE

England & Wales - Charity number 1185714

Accounts

TRUSTEES REPORT

The Trustees present their report and accounts for the year ended **31 March 2023**

Statement of Trustees Responsibilities

Charity law requires the trustees and the committee to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing those financial statements the trustees and the committee select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; adopt policies in accordance with the statement of recommended practice and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue its charitable activities.

The trustees and the committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity to enable them to ensure that the financial statements comply with the Charities Act 1993 and 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Charitable Objectives

The objectives of the Charity, as set out in the Trust Deed of the Hanwood Village Hall & Recreation Ground, are to apply the funds to or for the upkeep and maintenance of the Hall & Grounds.

Review of Activities and Achievements

The accounts are prepared on a Receipts and Payments basis. They show the monies raised in the year and give details of monies spent.

Trustees

The Custodian Trustees of the charity are Great Hanwood Parish Council.

The charity is a registered charity number 514128 and the correspondent is Elaine Heighway 3 Willow Drive Hanwood Shrewsbury SY5 8RF

On behalf of the Managing Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Poetry Exchange

Receipts

For the period from

Section A Receipts and payments

Unrestricted funds

to the nearest £

A1 Receipts

Arts Council England National Lottery Project Grant	
Earned income - fees from partners	5,195
Donations - fundraising event(s)	1,573
Individual donations	2,035
Sub total (Gross income for AR)	8,803

A2 Asset and investment sales, (see table).

Sub total	

Total receipts 8,803

A3 Payments

Artists' fees & expenses	1,983
Venue hire & materials	626
Staffing - producing & marketing	799
Staffing - digital production	642
Other freelance support	1,039
Rights & permissions	
Advertising & promotion	288
Software, subscriptions, insurance	982
Sub total	6,359

A4 Asset and investment purchases, (see table)

Sub total	

Total payments 6,359

Net of receipts/(payments) 2,444

A5 Transfers between funds	
A6 Cash funds last year end	1,984
Cash funds this year end	2,444

Section B Statement of assets and liabilities at the

Categories	Details
B1 Cash funds	(agree balances with re
B2 Other monetary assets	Details
B3 Investment assets	Details
B4 Assets retained for the charity’s own use	Details
B5 Liabilities	Details

Signed by one or two trustees on behalf of all the trustees

Signat

John Preb

A handwritten signature in black ink, enclosed within a thin black rectangular border. The signature appears to read "Fiona Be" in a cursive, flowing style.

Notes: £464 paid to trustee Roy McFarlane for artistic services to The Poetry Exchange (July 202 resolution was in place and updated by all trustees to allow for Roy McFarlane and then Fiona Be within The Poetry Exchange team.

ge		1185714	CC16a
Receipts and payments accounts			
4/1/2022	To	3/31/2023	

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Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £
9,900		9,900	2,670
		5,195	2,690
		1,573	828
		2,035	2,264
9,900		18,703	8,452
9,900		18,703	8,452
1,983		3,966	3,415
626		1,252	744
1,198		1,997	3,150
2,567		3,209	2,350
1,039		2,078	-
150		150	63
288		576	176
981		1,963	1,745
8,832		15,191	11,643
8,832		15,191	11,643
1,068		3,512	- 3,191

207		2,191	5,382
1,068		5,703	2,191

end of the period

	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
Total cash funds	2,444	1,068	
Receipts and payments account(s)			

	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	

Signature	Print Name	Date of approval
	John Prebble	30.04.2023

	Fiona Bennett	30.04.2023
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'22); £350 paid to trustee Fiona Bennett for artistic services to The Poetry Exchange (September 2022). A
 Bennett to receive these payments at specific moments during 2022-23, given their unique skills and experience

THE POETRY EXCHANGE

England & Wales - Charity number 1185714

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 April 2021 to 31 March 2022

Charity name: The Poetry Exchange

Charity registration number: 1185714

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the arts and culture, in particular poetry, for the public benefit, by producing events and activities that promote the public's engagement with and appreciation of poetry, for the general public around the UK and worldwide.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Poetry Exchange runs various activities that enable the widest possible range of people to engage with and appreciate poetry. Through our unique idea of poems as friends, we invite people from all walks of life to discover and share what poems mean to them. We talk with readers around the UK about the poem that has been a friend to them, making space for these individuals to explore and deepen their sense of personal connection with a chosen poem. We then share some of these extraordinary conversations through The Poetry Exchange podcast, bringing poems to thousands of listeners around the world through the voices and stories of those who read them. We also run live events and workshops at festivals, libraries, universities, community centres and workspaces, inviting people of all ages and backgrounds to connect more closely with poetry, themselves and each other.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Much voluntary input goes into The Poetry Exchange's work, including the involvement of trustees, our core team and associates. Whilst we pay people appropriately wherever possible for their work, our community of practitioners and supporters are often willing to give of their time voluntarily, due to their passion for and commitment to The Poetry Exchange.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	In spite of ongoing challenges brought about by the Covid-19 pandemic during 2021-22, The Poetry Exchange continued to find innovative ways of bringing poems as friends into the lives of thousands of people around the UK and worldwide, at a time when the need for closer connection and companionship could not have been greater. Our main achievements over 2021-22 included: - Relaunching our in-person events and activities around the UK As the pandemic restrictions eased, we were able to bring our live events and conversations with poetry to various communities again, re-igniting the intimate, live encounters that have been a feature of The Poetry Exchange from the beginning. Highlights included conversations with readers at the Birmingham & Midland Institute and the National Centre for Writing, and the live poetry that we brought to audiences at Latitude Festival 2021.

- **Sustaining a multi-faceted digital programme that enabled thousands of people to engage with poetry worldwide**

As well as relaunching our in-person activities, we continued to offer a wide range of ways for people to engage with The Poetry Exchange online – wherever they are in the world.

We spoke with readers in Madrid, Middlesbrough, Middlesbrough and Manchester – all from the comfort of their homes! Expanding our reach in this way - through the digital skills and technologies we had developed during the pandemic – brought an even wider range of voices, stories and poems to The Poetry Exchange. This in turn greatly contributed to the rich diversity of our podcast and digital programming.

Programming highlights in 2021-22 included: a feature-length episode with luminary host and founder of 'On Being', Krista Tippett; an extraordinary story of connection with 'Old Mary' by Gwendolyn Brooks, resonating with a family's experience of a life-limiting condition; a tender and illuminating conversation with former Birmingham Laureate Casey Bailey, exploring the poem that's been a friend to him - 'The Way Home' by Liz Berry.

- **Growing our audience and receiving extraordinary feedback from our listeners and followers**

The Poetry Exchange continued to reach an even larger audience in 2021-22, with over 40,000 listens to our award-winning podcast. As well as these impressive numbers, the feedback we received from our listeners and followers has been extraordinary to receive, showing how much people value our work and how it is striking a chord in so many people's lives:

"Your introduction of poetry to me has become a part of my life. I wait impatiently for your next episodes...your format, your conversations just draw me in and make life so much more enjoyable." – Krist, an infection prevention nurse

"I've always thought poetry is very far away from me, that it's not for me, but the way you presented it last night has completely

		<i>changed that. I've realised I can and do relate to poetry and it is for me too.” – A participant in a writing & wellbeing workshop</i> <i>“What an amazing way to spend an evening. I came away from our conversation full of hope and inspiration.” – Joe, a participant in The Poetry Exchange</i> From the responses and feedback from listeners and attenders at events we are aware we contributed to health and wellbeing of many – notably providing a source of inspiration and respite to care givers at this time of challenge emerging from the pandemic. We responded to this warmth and appetite from our audiences in various ways, including creating new ways for people to get even closer to our work. For example, we devised ‘The Muse Club’ as a special online gathering through which some of our closest followers can get together to read, share and talk about poetry. We also continued to receive and respond to many nominations of ‘poems as friends’ by readers across the world, via The Poetry Exchange website.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	See review of the charity's financial position below.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Poetry Exchange remained in a sustainable financial position at the end of 2021-22, in spite of a year of limited income. During 2021-22, we deliberately took a more scaled-back approach to the Poetry Exchange's work, since we knew that income generation would be a challenge this year. There were enormous calls on public funds, trusts and foundations at a time of social recovery, and Covid-19 restrictions meant we still had to be tentative in the amount of live activity we could undertake (and the amount of associated income we could generate). Therefore we decided to focus on our 'core' programme of conversations with readers and digital programming, which was deliverable within our resources for the year. At the end of 2021-22 we had spent £11,643 compared to an income of £8,452; however the funds we had brought forward meant we still carried forward £2,191 into 2022-23. Moreover we knew we had confirmed funds in the pipeline for 2022-23, notably a new £11,000 grant from Arts Council England.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees' ambition is to generate sufficient reserves to sustain the regular costs of The Poetry Exchange's 'core' programme for up to 4 months, which would allow us sufficient time either to pause or wind up our activity, or to raise additional funds to continue beyond this period.
Amount of reserves held	Para 1.22	£1,984 unrestricted funds carried forward to 2022/23.
Reasons for holding zero reserves	Para 1.22	Whilst The Poetry Exchange currently holds minimal reserves, we operate as a very light-touch organisation with no offices, salaried staff or other overheads to consider. Therefore the limited reserves at this point in our organisational development do not pose a significant risk to The Poetry Exchange's viability.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Poetry Exchange operates sustainably as a small charity, through having no offices, salaried staff or other overheads to

		consider, and by only undertaking work when we have sufficient funds to do so.
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Arts Council England – National Lottery Project Grants (time-limited) Donations from our extensive community of followers and supporters – including fundraising events and initiatives e.g. The Muse Club. Earned income through commissions and collaborations with a wide range of partner organisations e.g. National Centre for Writing, Latitude Festival and Hertfordshire Libraries in 2021-22.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Risk: highly competitive funding environment in a time of limited funds and socio-economic crisis. Mitigation: The Poetry Exchange will sustain a low-cost 'core' programme with minimal overheads, whilst developing new earned income streams and funding relationships (e.g. podcast subscriptions; arts & business commissions). Risk: lack of continuity or capacity due to reliance on freelance and volunteer work. Mitigation: The Poetry Exchange will plan and deliver a focussed programme of work over 2023-25, whilst growing additional capacity through its wide community of supporters and stakeholders.
Other		

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation model constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees appointed by existing trustees i.e. Alison McManus, Roy McFarlane, Fiona Bennett, John Prebble. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The charity trustees will make available to each new charity trustee, on or before his or her first appointment: (a) a copy of the current version of this constitution; and (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts We undertake a full induction into the work of The Poetry Exchange with new trustees, including opportunities for day-to-day work-shadowing and participation in our artistic activities.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Poetry Exchange
Other name the charity uses	N/A
Registered charity number	1185714
Charity's principal address	The Poetry Exchange 26 Monument Court Woolners Way Stevenage SG1 3AD

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	Dr Alison McManus	Chair		
2	Roy McFarlane			
3	Fiona Bennett			
4	John Prebble	Secretary		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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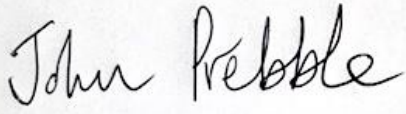
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Fiona Bennett	John Prebble
Position (eg Secretary, Chair, etc)		Secretary
Date	17 th January 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Poetry Exchange	1185714
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CC16a

Receipts and payments accounts

For the period from	01/04/2021	To	31/03/2022
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Arts Council England National Lottery Project Grant		2,670		2,670	24,030
Earned income - fees from partners	2,690			2,690	4,391
Donations - fundraising event(s)	828			828	2,432
Individual donations	2,264			2,264	3,334
Sub total (Gross income for AR)	5,782	2,670		8,452	34,187
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts	5,782	2,670		8,452	34,187

A3 Payments

Artists' fees & expenses	1,024	2,391		3,415	6,687
Venue hire & materials	223	521		744	1,864
Staffing - producing & marketing	2,142	1,008		3,150	6,345
Staffing - digital production	1,598	752		2,350	8,675
Other freelance support	-	-		-	1,000

Rights & permissions	-	63		63	-
Advertising & promotion	176	-		176	1,480
Software, subscriptions, insurance	1,187	558		1,745	2,754
Sub total	6,350	5,293		11,643	28,805
A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	6,350	5,293		11,643	28,805
Net of receipts/(payments)	- 568	- 2,623		- 3,191	5,382
A5 Transfers between funds					
A6 Cash funds last year end	2,552	2,830		5,382	-
Cash funds this year end	1,984	207		2,191	5,382

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				-
	Total cash funds	1,984	207	-
	(agree balances with receipts and payments account(s))			
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-

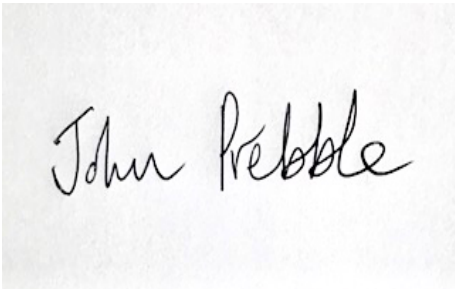
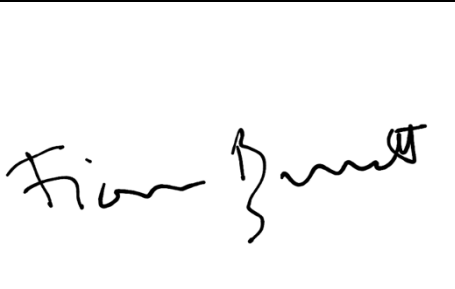
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	John Prebble	16.01.2023
	Fiona Bennett	16.01.2023

THE POETRY EXCHANGE

England & Wales - Charity number 1185714

Accounts



Trustees' Annual Report for the period

		Period start date			Period end date		
From	09	10	2019	To	31	03	2021

Section A Reference and administration details

Charity name

The Poetry Exchange

Other names charity is known by

Registered charity number (if any) 1185714

Charity's principal address

26 Monument Court

Woolners Way

Stevenage

Postcode

SG1 3AD

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	John Prebble	Secretary		
2	Fiona Bennett			
3	Alison McManus	Chair		
4	Roy McFarlane			

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)	Charitable Incorporation Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by current trustees at meeting, for minimum of 3 years

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

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

The objects of the CIO are:

To advance the arts and culture, in particular poetry, for the public benefit, by producing events and activities that promote the public's engagement with and appreciation of poetry, for the general public around the UK and worldwide.

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 Poetry Exchange carries out a wide range of public events and activities that allow people from all walks of life to explore and connect with poetry. Over 2020-21 we have have run our activities online as well as in person when possible, maintaining many forms of public engagement with our work, in spite of the pandemic.

The main activities undertaken towards our charitable objects have been:

- Public events that invite people to read, share and explore poems together – revealing and celebrating how poems speak powerfully and personally to people in their lives. Our events & activities range from individual conversations to large-scale gatherings and performances, taking place in libraries, festivals, arts centres and other public spaces – as well as online. We seek to offer something for everyone – whether they are avid poetry readers or people coming to poetry for the first time.
- An award-winning podcast and digital programme that reaches thousands of people around the world – sharing the stories of people's connection with poems as friends and opening up poetry to a much wider audience. (Silver Award, Most Original Podcast, British Podcast Awards).
- Workshops and interventions in various public settings, exploring the possibilities of poetry as a form of social encounter – creating shared experiences with poems in universities, workplaces, wellbeing groups, community centres and more.
- Building a diverse community of poetry lovers, brought together through our wide-ranging work with poems as friends – readers, artists, listeners, followers, event-goers and more. We maintain & support this community through regular events, gatherings, newsletters, social media and more.

The Poetry Exchange's trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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 Poetry Exchange is not a grant-making organisation, nor does it have any investments at this stage.

Whilst we aim to pay our team and associates professional rates, our work benefits from a wide range of voluntary and in-kind support e.g. our network of associate artists promoting our work widely; partners and supporters hosting activities in their properties or venues in-kind; our producing team putting in a lot of additional, voluntary time when launching or developing new initiatives.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Summary

Whilst the pandemic inevitably had a major impact on our work in 2020-21, this was also a very fruitful time for The Poetry Exchange, as we continuously adapted our work to new formats and technologies, offering thousands of people around the world community & connection with poems as friends during a very challenging time.

Digital innovation

The Poetry Exchange has always offered a mix of online and in-person encounters with poetry, so we were quickly able to adapt our work to reach people as fully as possible over 2020-21. Innovations included:

- Hosting conversations with readers from around the world – making the experience of The Poetry Exchange more widely available than ever before.
- Live-streaming major events such as ‘In The Company of Poems’, which brought some of the best voices and poems in the world directly into people’s homes (*“the cultural highlight of my lockdown”* as one audience member put it).
- Maintaining and supporting our diverse community of readers, writers, associate artists, partner organisations and followers, through regular online gatherings e.g. ‘Bring A Poem Nights’ and poetry lunch hours. *“These sessions have been a life-line for me, as an artist and as a person living through this.”*

As a team we have combined our growing digital skills with a deep and nuanced curatorial approach to poetry – allowing us create a wide range of powerful yet accessible experiences that have kept people feeling human and connected during the pandemic:

“Sharing poetry as a vehicle for human intimacy in a difficult time.”

“The incredible voices are all still resonating with me now. Thank you for making an otherwise ordinary night EXTRAORDINARY.”

Widening reach

As the words above make clear, there has been an incredible public response to The Poetry Exchange’s work this year. We have seen a vast increase in our audience during 2020-21, as more and more people turn to our work with poetry as a source of deeper understanding and closer connection in their lives. Our podcast listening figures grew by over 12,000 to 37k listens worldwide – creating countless moments of intimacy and honesty during the upheaval of people’s lives this year.

Section D

Achievements and performance

We also invested in a full re-brand across all our work and channels – collaborating with Duzi Studios to create a tender yet contemporary design that chimes with and communicates the essence of The Poetry Exchange to wider audiences.

Fundraising successes

In spite of the pressures people were facing, we also saw the warmth and support from our community translate into increased private giving. Spurred on by our new, flagship fundraising event – In The Company Of Poems – we raised £5,766 in individual donations.

Artistic highlights

Our Artistic Director Fiona Bennett curated and directed the poetry for an astonishing new piece by Ballet Black - Then Or Now – featuring the poetry of Adrienne Rich. Rich's poetry is voiced by The Poetry Exchange associate artists Michael Shaeffer, Natasha Gordon and Hafsah Bashir.

The piece was due to be premiered at the Barbican Centre in March but was postponed due to the Covid-19 lockdown. However, in May we were thrilled to release the poem-score to this new ballet as our first Special Episode of The Poetry Exchange podcast. This collaboration is a shining exemplar of the powerful, interdisciplinary work with poetry that our team can create, and we look forward to more unique co-productions like these in the coming years.

We are proud to have shared a wonderful range of voices and stories on The Poetry Exchange podcast this year – featuring well known figures and members of the public alike. Our guests have included actor Brian Cox, writers Stephen Beresford and Rachel Eliza Griffiths, as well as students, publishers, teachers, parents and more. We have heard life-changing stories of loss, motherhood, childhood, resilience, feminism, hope and beauty – all told through people's intimate friendships with poems by Maya Angelou, Dylan Thomas, Emily Dickinson, Philip Larkin and many more.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Poetry Exchange seeks to build a reserve of four months' operating costs in place. As 2020-21 was our first financial period of operation, this is currently an ambition that the Trustees will set a strategy around during the current financial year (2022-23).

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);

Please see attached accounts for breakdown of funds and expenditure during the period 09/10/2019 – 31/03/2021.

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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Section F

Other optional information

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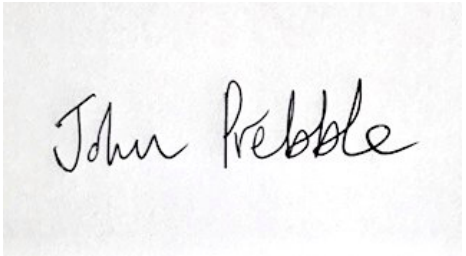
Section G

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) John Prebble	Fiona Bennett

Position (eg Secretary, Chair, etc)

Secretary	
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Date

30.01.2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Poetry Exchange

1185714

Receipts and payments accounts

CC16a

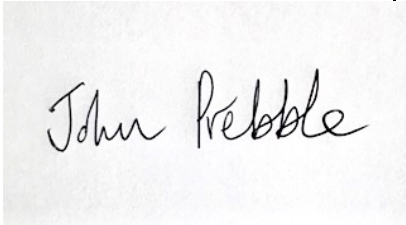
For the period from	09/10/2019	To	31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Arts Council England National Lottery Grant	-	24,030	-	24,030	
Fees for charitable work	4,629		-	4,629	
Fundraising event	2,432		-	2,432	
Individual donations	3,334		-	3,334	
Sub total (Gross income for AR)	10,395	24,030	-	34,425	
A2 Asset and investment sales, (see table).					
	-	-	-	-	
Sub total	-	-	-	-	
Total receipts	10,395	24,030	-	34,425	
A3 Payments					
Artists' fees & expenses for charitable work	2,977	3,947	-	6,924	
Venue hire & materials for charitable work	400	1,468	-	1,868	
Staffing - producing & marketing	875	5,470	-	6,345	
Staffing - digital production	1,446	7,229	-	8,675	
Other freelance support		1,000	-	1,000	
Advertising & promotion	472	1,008	-	1,480	
Software, subscriptions, insurance	837	1,934	-	2,771	
Sub total	7,007	22,056	-	29,063	
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Sub total	-	-	-	-	
Total payments	7,007	22,056	-	29,063	
Net of receipts/(payments)	3,388	1,974		5,362	
A5 Transfers between funds					
A6 Cash funds last year end	20	-	-	20	
Cash funds this year end	3,408	1,974		5,382	

Section B Statement of assets and liabilities at the end of the period

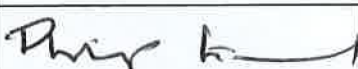
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				-
	Total cash funds	3,408	1,974	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		John Prebble	31.12.2021
		Fiona Bennett	31.12.2021



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent
examiner's
report on the
accounts**

Section A		Independent Examiner's Report	
Report to the trustees/ members of		The Poetry Exchange	
On accounts for the period ended	31 March 2021	Charity no (if any)	1185714
Set out on pages		1 and 2 (remember to include the page numbers of additional sheets)	
Responsibilities and basis of report	I report to the trustees on my examination of the accounts of the above charity for the period ended 31/03/2021. As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
<u>Independent examiner's statement</u>	I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect: - accounting records were not kept in accordance with section 130 of the Act or - the accounts do not accord with the accounting records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.		
Signed:		Date:	24/5/21
Name:		Mr Philip Gambrell FCCA	

	PG Lemon LLP
Relevant professional qualification(s) or body (if any):	Association of Chartered Certified Accountants
Address:	134 High Street
	Hythe
	Kent, CT21 5LB

Section B

Disclosure

	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	N/A.