

## Trustees' Annual Report for the period

From Feb 2024    Period start date    To April 2025    Period end date

Charity name: Clevedon LitFest

Charity registration number:1206829

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<i>To promote public appreciation of the arts in Clevedon and the surrounding area for the public benefit by providing an annual programme of events.</i>
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	<i>Activities include workshops, talks, demonstrations, films, theatre, music, art, authors, books, poetry, storytelling and anything to do with the written and spoken word.</i>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Charity Trustees were sent and read guidance on public benefit 27 05 2025

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>n/a</b>
Policy on social investment including program related investment	Para 1.38	<b>n/a</b>
Contribution made by volunteers	Para 1.38	<p>All trustees are volunteers and play an active role in organising and delivering the activities. In addition, we have a list of 30 or so volunteers who we meet throughout the year and discuss their 'on the day' roles and responsibilities. We ask for feedback after each event from our volunteers on how they experienced their duties and what could be improved, their feedback is included in the planning of future events.</p> <p>We encourage our volunteers to find out more about the role of the trustees through discussions and if desired, attendance at a board meeting. This is one of our avenues to recruitment of new trustees.</p> <p>We have offered training in first aid and safeguarding, EDI, and we are researching new Data Protection rules and training.</p>
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	<p>Main achievements of the charity from Feb 24 to April 25 are providing:</p> <ol style="list-style-type: none"> <li>1. Summer four-day weekend of talks, poetry, storytelling, performance and workshops for the public to experience and interact with.</li> <li>2. The launch of a digital app project which showcases local poets and part of the coastal path and encourages people to walk and explore the history of the local area.</li> <li>3. Four poetry and music events to celebrate the seasons and reflect on nature and it's benefit to wellbeing.</li> <li>4. An October weekend in collaboration with Show of Strength Theatre Company who presented a performance of "Outrage or The Ghost of Mabel Hunt" showing how the struggle for women's suffrage came to Clevedon. This was followed up by publishing a pamphlet detailing the research behind the project.</li> <li>5. A November Saturday event to celebrate less well- known local authors and poets, some with workshops who promoted and shared their work and skills.</li> <li>6. A Poetry and Short Story Competition which included under 19 yrs, local and national entries.</li> <li>7. Story times with interaction and music in Spring and Autumn for families with young children.</li> </ol> <p>Our events help to combat loneliness and isolation by encouraging people to attend low cost or no cost events.</p> <p>Social media analysis and feedback cards distributed at events has shown that we have increased our profile across the local and nearby towns and our take up by lower age groups and males.</p> <p>By offering community events at low or no costs to visitors, skills and knowledge have been shared more widely across workshops and talks.</p> <p>We have provided local venues across the town for people to come to come together, network and make connections across the local area.</p> <p>Our focus on diversity of age range saw events held for children eg story time and comic art masterclass and</p>

		<p>adults with a mix of interactive and educational content.</p> <p>Legacy:</p> <ol style="list-style-type: none"> <li>1. Visitors interact and contribute to the sharing of knowledge and skills.</li> <li>2. Networking with fellow creatives has led to follow on commissions.</li> <li>3. The digital 'app' is now in place for five years and will promote local poets and our town.</li> <li>4. Ten copies of our 'Outrage' pamphlet have been donated to a local secondary school, with donations to other local schools being investigated, plus sales.</li> <li>5. Competition winners and entries have been showcased on our website and social media.</li> <li>6. Culture Club – a networking group for culture and arts, met monthly during this period.</li> </ol>
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#### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Our feedback postcards at each event allow us to evaluate visitor satisfaction, age, post codes, ethnicity, accessibility issues, marketing success and comments,</p> <p><b>Objectives.</b></p> <p><b>To avoid physical barriers,</b> we use level access venues, to include as many people with physical disabilities as possible.</p> <p>Our low cost and no cost events ensure accessibility during the current cost of living crisis.</p> <p><b>To reach a wide audience.</b></p> <p>Our marketing reaches local towns and cities, uses social media and distributes to many locations. We were featured in a local free newspaper and magazine several times promoting our events.</p> <p>Our range of event times ensures that we reach a diverse audience e.g. retired and working people and children and young people.</p> <p><b>To reach younger people and more males.</b></p> <p>Our programme has reflected themes which will attract younger and male audiences e.g. around sport and mental health subjects. 1 event in 2023 raised to 3 events in 2024</p> <p>Our analysis of available data shows we are reaching younger and more males in our audiences</p> <p><b>To provide legacy projects.</b></p> <p>In the time period we have launched a poetry digital App, a pamphlet and competitions. These will be maintained, promoted and showcased in the future for all.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p><b>Objectives. To raise some much-needed unrestricted funding.</b></p> <p>We held a literary quiz night, a sell-out event. We sold prints of Doris Hatt paintings, books of 'Doris Hatt Revolutionary Artist' and pamphlet 'Outrage'</p>

		We are launching a subscriber's group for donations. We continue to apply for grants – e.g. to ACE, Town Council, Quartet Community Foundation, BID local businesses.
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		<b>n/a</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at April 2025 our financial position contained most of the funding for our summer event, with a cut down version ready to go until further funding was obtained.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are ringfenced for paying freelancers, this money is provided by ACE and Quartet for this purpose.  It is our intention to build reserves equivalent to at least six months trading income. Current ongoing liabilities only extend to staff roles and funding for them is in place for the next 12 months. Nevertheless, we intend to generate additional reserves through events e.g. out of season events like our May Quiz night.  Our charitable status and objects demand that we would never trade at a loss.
Amount of reserves held	Para 1.22	<b>0</b>
Reasons for holding zero reserves	Para 1.22	We did not hold any reserves at April 2025 as we had plans /commitments that would take the monies we had at the time had we not got additional funding or reduced our cost.
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties other than volunteers required and at times, these have had to step back or retire. Replacements are sought on a rolling basis to make sure we avoid a deficit and where possible will include succession planning.

## 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	<b>As above</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>n/a</b>
A description of the principal risks facing the charity	Para 1.46	Our principal risk is being able to maintain a healthy number of volunteers to organise and deliver the programme together with raising the funds required to hold meaningful events each year. Programmes are only created and delivered once funding is in place, so there is no financial risk to the charity.

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	<p>Our policy is to advertise widely, taking due account of the current lack of diversity on our board, targeting if possible, candidates who are younger and more diverse. We also expect proposed candidates to work with us on a volunteer basis over a six-to-nine-month period before being invited to formally join the board. Finally, we ask for references of previous posts/ charity work."</p> <p><b>We take account of our responsibilities under the Chairty Commission registration.</b></p> <p>(a) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

### 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	We have policy documents for the application, recruitment and induction of all volunteers and trustees. And these are shared and approved by the board
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a board of trustees which approves decisions proposed by sub committees and working groups within the volunteers. We work collaboratively with many local creative organisations and networks, businesses and voluntary groups.
Relationship with any related parties	Para 1.51	<b>none</b>
Other		

## Reference and Administrative details

Charity name	Clevedon LitFest
Other name the charity uses	
Registered charity number	1206829
Charity's principal address	11 Ashley Rd Clevedon BS21 7UX

### 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	Carol Price	Chair		
2	Jayne Linington	Website		
3	Isabel White	Funding		
4	Paul Truan	Poetry & Short Story		
5	Chrissey Harrison	Events		
6	Jeff Lightly	Treasurer		
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20				

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

Director name		
none		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
none		


## 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

### CHAIR'S REPORT

I am writing this report at the end of my tenure with the organisation, having been co-founder in 2019, and I look back with pride on what we have achieved and how much we have grown over the past six years. Clevedon LitFest is now in its 6th year, though it is our first as a Charitable Incorporated

Organisation (CIO). Our team, activities and understanding of our audiences continue to evolve, backed by extensive evaluation - a learning culture is embedded in what we do. From a one-day event in 2020 to 55 events over ten days (an unsustainable format) in 2023, over the last 18 months we have moved to year-round programming. We are becoming recognised as making a significant contribution, both to local culture and the economy of the town.

As I write this report, new trustees are being recruited, strengthening and diversifying our board, though we are not complacent. With two of our long serving board members stepping down, we anticipated problems recruiting replacements, but were pleasantly surprised by the response, with up to four people joining, all with interesting CVs. We would still welcome younger and more diverse members that better reflect our local community.

Over the past six years, we have built strong relationships with our cultural partners, not just in Clevedon but across North Somerset. We maintain good relations with our local MP, North Somerset Council and the Arts Council, who have funded us every year since our inception. We have begun to diversify our income streams, with new grant sources and increasing individual donations, set against a backdrop of challenging economic times.

This year, we recruited our first artistic director who delivered an excellent first event, reducing pressure on our trustees and volunteers; she has been promoted and retained for next year. Although smaller scale, the June festival was more strongly themed, and we delivered well in terms of audience satisfaction. Our satisfaction scores were overwhelmingly at 4 out of 5 and above. We recorded audiences from 24 postcodes beyond Clevedon, mainly across the WECA region but also from Taunton to Cardiff.

Quirky, high-profile free events on the seafront attracted large audiences – day visitors and families – underlined by positive feedback and a 6-fold increase in cash donations,

demonstrating that street theatre, entertainments and public art all help to attract a younger demographic. We also benefitted from the high profile (though subsequently controversial) presence of some speakers (Raynor Winn, the Salt Path).

The Poetry App featuring 35 local poets encouraged people to visit Wains Hill, an often-overlooked part of the town for day visitors, enabled 3 events and delivered sales through Bristol Books, adding to the other two publications we launched in 2025. This initiative, along with the Little Libraries currently being installed, gives us greater year-round visibility in the town.

Our Motown inspired poetry competition generated entries from 49 postcodes across the UK (Aberdeen to Kent & Devon), plus entries from the USA, France, Ireland and South Africa. Further publicised via the Poetry Society (108 UK and Intl. groups) and others, we reached audiences in Australia, Finland, Italy, The Netherlands, New Zealand, Pakistan and Poland. This has given us a higher profile within both the music and poetry communities.

Box office income was down by nearly 50% on the previous year, due in part to the current economic climate significantly affecting working people (our future target audiences). Our forecast was already prudent. Competition from a crowded summer weekend of events was also a factor, questioning the value of the 'summer festival format'.

Our audience profile was less diverse this year; we need to do more to encourage and programme activities with broader appeal. Six years' feedback has helped us to better understand our audiences, helping to inform next year's theme, 'Roots and Routes'.



Although we benefit most from face to face contact, we also plan to build our digital presence, especially to attract younger and more tech savvy audiences.

Despite ongoing uncertainty and challenges in the economy and continued challenges facing UK cultural organisations, we are looking forward to our 2026 season with optimism and with exciting plans for programming in the coming year. We will continue to programme challenging content (being risk aware), with more events on the streets, particularly targeting families, with more learning initiatives and publications. We also plan to continue to develop our wider partnerships with local government, regional cultural forums and partners, and our MP who works very hard for his constituency.

Our finances are reasonably robust for a fledgling organisation, and we are looking at ways to build our unrestricted reserves. Our network of partners and influencers is growing. All in all I am confident that I am leaving the festival in good hands, facing an exciting future.

SIGNATURE

Carol Price

## Declarations

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

Carol Price

**Full name(s)**

Carol Susan Price

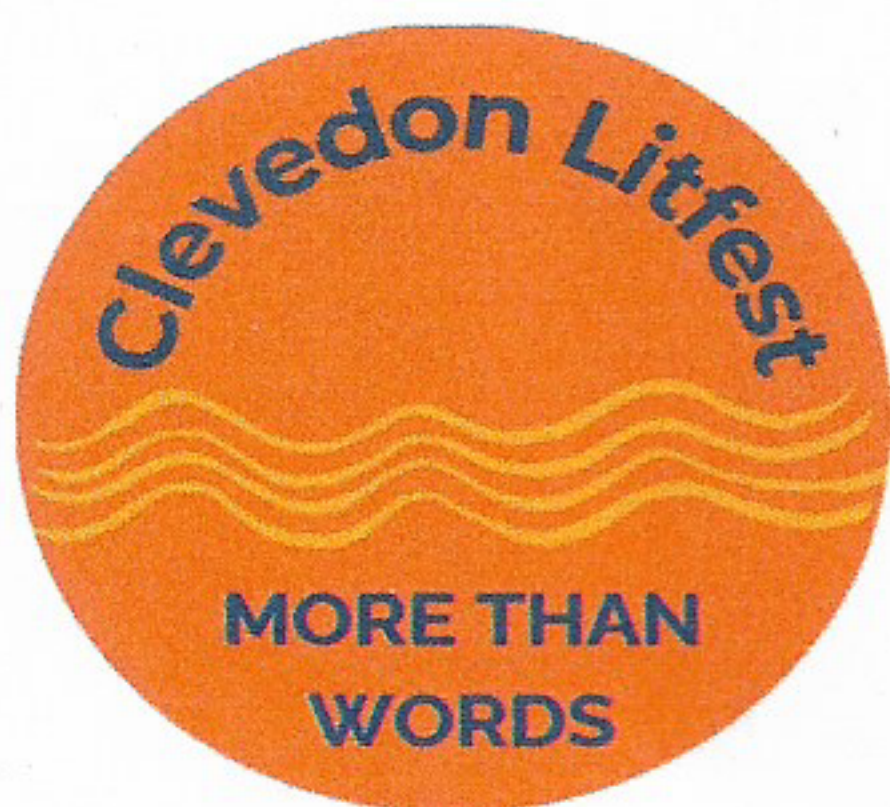
**Position (eg Secretary,  
Chair, etc)**

Acting Chair

**Date**

31<sup>st</sup> Dec 2025





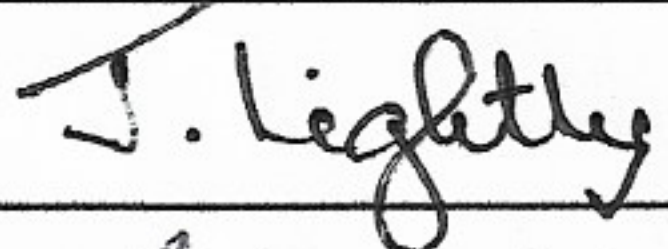

# CLEVEDON LITFEST

Charity number: 1206829

## Receipts and payments accounts

	Period start date		Period end date	
For the period from	26/03/2024	To	31/03/2025	
	23/24	23/24	23/24	Last Year
	Restricted	Unrestricted	All	All
	Funds	Funds	Funds	Funds
	£	£	£	£
<b>Income</b>				
Transfer in		1,544	1,544	
Grants	19,489	6,000	25,489	
Donations		1,829	1,829	
Book Sales		215	215	
Competition		254	254	
Event Sales	837		837	
Misc		106	106	
Prints		237	237	
Stripe		739	739	
SumUp		2,091	2,091	
TicketSource	4,610		4,610	
<b>Total</b>	<b>24,936</b>	<b>13,013</b>	<b>37,949</b>	<b>N/A</b>
<b>Costs</b>				
Artists' Costs	6,782		6,782	
Book Sales		348	348	
Competition		475	475	
Director	1,275		1,275	
Event Cost	13,104		13,104	
Expenses	447	1,250	1,697	
Insurance		472	472	
Mailchimp		21	21	
Paid Support	829		829	
Poets Walk	500		500	
Printing Etc		2,924	2,924	
Prints		9	9	
Venue Hire	1,783		1,783	
Virtual Landline		78	78	
WebSite		148	148	
<b>Total</b>	<b>24,719</b>	<b>5,723</b>	<b>30,443</b>	<b>N/A</b>
<b>Excess</b>	<b>216</b>	<b>7,290</b>	<b>7,506</b>	<b>N/A</b>

Signed by two trustees on behalf of all the trustees

Signature / Position	Print Name	Date of approval
 Trustee Treasurer	Jeff Lightly	13.01.26
 Trustee	CATRIONA WHITE	13.01.26



**Clevedon LitFest****Year ended 31.03.25****Independent examiner's report to the Trustees/Directors of Clevedon LitFest charity  
number 1206829**

I report on the accounts of the company for the year to 31 March 2025, as attached

**Respective responsibilities of Trustees and examiner**

The Trustees (who are also the Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility:

- To examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions given by the Charity Commission under
- section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

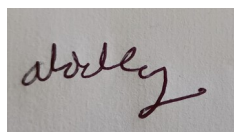
**Basis of independent examiner's report**

My examination is carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to the matters set out in the next statement.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements: i.e. to keep accounting records in accordance with section 386 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alex Bickley

56 Apseleys Mead, Bristol, BS32 0BG

23 January 2026