



24th Annual report and Financial Statement

June 2020 – May 2021

Banks:

Lloyds Bank plc,
30 Corporation Street, Blackpool, FY1 1EN

CCLA

Senator House, 85 Queen Street, London, EC4V 4ET

Independent Examiner:

Rev'd A.A. Clements MA, ACIB, FCIE
15 Carleton Road, Great Knowley, Chorley, PR6 8TQ

Registered Charity Number 1069442

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THE FRIENDS OF LYTHAM HALL

CHAIRMAN'S REPORT FOR THE YEAR TO MAY 2021

The Friends of Lytham Hall of Church Farmhouse, 23 Commonsides, Ansdell, Lytham St Annes, Lancashire FY8 4EX is registered with the Charity Commission (number 1069442). It is an incorporated association constituted by Deed of Trust.

The charity is administered by a Management Committee comprising:

Chairman	- Lambert Dopping-Hepenstal
Vice Chairman	- Bob Smith
Secretary	- Kath Smith
Treasurer	- Terry Jones
Membership	- Pam Beeden
Newsletter Editor	- Kath Smith
Committee members	- Meg Hargreaves, Elizabeth Guffogg, Pamela Greenhill, Marilyn Smith, Marion Coupe, Pauline Hamilton, Sue Havenhand, John Hornyak, Diane Baldwin
President	- David Coupe

Under the rules of the constitution K. Smith, M. Coupe and M. Hargreaves are retiring from the committee this year. They have all offered themselves for re-election. Pamela Greenhill has advised that she will be resigning from the committee at the 2021 AGM as she has relocated abroad. The trustees of the charity are shown in bold text.

The objectives of the charity are:

1. To preserve for the benefit of the local community and the nation at large, Lytham Hall together with its works of art, furniture and contents.
2. To ensure that the Hall is used primarily as an art gallery, museum and visitor centre and to provide other amenities of a similar character for the benefit of the public.

The Trustees are aware of the guidance given by the Charity Commission in regard to Public Benefit and seek to observe such guidance as recommended. All the Trustees have been in post for a number of years and are all familiar with the objectives and governance of the charity. A Trustee must be a member of the charity. Trustees are elected at a general meeting of the charity and the Trustees

may appoint anyone who is willing to act as a Trustee. When new Trustees are appointed, they are briefed on the up to date position of the charity. The management committee has met 12 times over the last year and at each meeting all the activities of the charity and its financial position are reviewed. In advance of all events, a comprehensive risk assessment is undertaken and as all our events take place on the Hall premises, this risk assessment is shared with the Hall's management.

This report covers the accounting period **June 2020 to May 2021**.

As with many organisations, our normal activities have been significantly disrupted by the Covid-19 pandemic. We would normally begin our fundraising year with the outdoor theatre events at the Hall organised by Julian Wilde. Although two of these were held, with the limited audience permitted and the other constraints, we were unable to provide our usual interval refreshments. This pattern was followed for all our other usual events of the year with the cancellation of the Halloween "Spooktacular", the Evening of Christmas Cheer, the February Snowdrop Shop and the Easter Bunny event, for the second year running. This has wiped out our annual income from fundraising events.

Our second hand bookshop in the West Wing, close to the Tea Room, was able to operate for part of the period when the Hall was open and continues to be a success. We also sell Bags and Pens through the honesty box system in the Bookshop. Altogether, these sales contributed £1,943. Our sales of goods was significantly enhanced by some very generous donations.



Members Brian and Gill Hatcher donated Calendars for us to sell featuring the Hall and the Parkland, which made £1,745. Member and Hall Guide, Peter Watson has written a booklet on Harry Clifton that had contributed £1,130 by the end of this accounting period.

The overall impact on our income as a result of being unable to run our usual fundraising events has been a fall in income from approximately £41,000 to £17,500.

Our Annual General Meeting at the end of October was held for the first time on-line using Zoom and enabled a larger number of attendees than usual. Following

this success and in the absence of events to attend, we began a series of monthly on-line talks related to the Hall and the Clifton family using this Zoom conferencing tool. These are available free to our members and to Hall volunteers. The first of these, in November, was given by Hugh Clifton on 'The Clifton Brothers' Arctic Adventure of 1897'. This was followed in December, by Marianne Blaauboer on 'Socialising with John Talbot Clifton'. We have continued these on the third Wednesday of each month covering a wide range of Hall related topics. These have been both informative and entertaining and have proved very popular with our members.

We have embarked on a major membership recruitment drive. Raising our profile was enormously helped through Amanda Joynt volunteering to develop our Facebook page and turning it into a popular resource. Members who sign up as Patrons benefit from free parking at the Hall. This has increased our membership from 175, including 7 patrons, at the beginning of the period to 252 members, including 63 patrons, by the end of this period and it is still rising. This represents a significant sustainable benefit to our annual income.

We were able to complete the purchase of Personal Protective Equipment (PPE), Tools and Signs for the Parkland volunteers with the matched funding grant from the Fylde Community Projects Fund reported in our last Chairman's Report. We paid for the emergency repair to major damage to the drive, which had become a significant hazard to visitors. The remainder of the drive was then resurfaced by Fylde Council.



We funded the outside painting of the North and South Aspect of the West Wing and the whole Courtyard area, helped by a donation from Lytham Rotary; materials for the restoration of the Parterre garden; repairs to the wooden footbridge at the end of the East lawn; and materials for the expansion of the Woodland Car Park.



With specific donations that we have received, the Hall has been able to paint the rear staircase area, set up an Archive Room and restore the Diana the Huntress statue to the Parterre.



Chairman

A handwritten signature in black ink, appearing to read 'D. J. Spillington', followed by a period.

Dated: 21st August 2021

For and on behalf of the Management Committee.

Governance

Charity Number: 1069442

Registered address: 23 Commonsie
Lytham St Annes
Lancashire
FY8 4EX

Banks: Lloyds Bank plc
Corporation Street
Blackpool
FY1 1EN

CCLA
Senator House
85 Queen Street
London
EC4V 4ET

Independent Examiner: Rev'd A.A. Clements MA, ACIB, FCIE
15 Carleton Road
Great Knowley
Chorley
PR6 8TQ

Trustees: L Dopping-Hepenstal (Chair)
T Jones (Treasurer)
K Smith (Secretary)
R Smith
P Greenhill
S Havenhand
E Guffogg
M Coupe
P Hamilton
M Hargreaves
M Smith

Governing document

The charity is controlled by its governing document, a deed of trust, and is an incorporated association. The governing document is the Constitution as adopted on 15th May 1997.

Purpose and Objectives

The charity is established for the public benefit and has the following objectives:

1. To preserve for the benefit of the local community and the nation at large, Lytham Hall together with its works of art, furniture and contents.
2. To ensure that the Hall is used primarily as an art gallery, museum and visitor centre and to provide other amenities of a similar character for the benefit of the public.

Appointments of Trustees/Officers

In accordance with the Constitution, the charity shall have at least 6 trustees. A Trustee must be a member of the charity. Trustees are elected at a general meeting of the charity and the Trustees may appoint anyone who is willing to act as a Trustee. Election is for three years. One third of the Trustees retire annually but are eligible for re-election. When new Trustees are appointed, they are briefed on the up to date position of the charity.

Trustees' responsibility for the accounts

Charity Law requires the trustees of the charity to prepare financial statements each year which show a true and fair view. In addition the trustees are responsible for selecting suitable accounting policies and applying them on a consistent basis, to make judgements and estimates that are prudent and reasonable, to keep proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Organisation

The business of the charity is managed by the Committee, which currently comprises 11 trustees and 3 co-opted members. The Committee meets monthly and at each meeting all the activities of the charity and its financial position are reviewed.

Investment policy

All the charity's funds are held in cash. Funds for short term use are held in a bank current account; the balance is held in an interest bearing CCLA account.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

In advance of all events organised by the charity, a comprehensive safety risk assessment is undertaken and where events take place on the Hall premises, this risk assessment is shared with the Hall's management. All of our events require children and vulnerable adults to be accompanied by a parent or guardian.

Data protection policy

The data held by the charity is limited to that required to manage the membership and specifically the names and contact details of each member. This data is only used for communication with the individual members. This will be a postal address and, if provided by the member, an email address.

Financial Statement

THE FRIENDS OF LYTHAM HALL					
Receipts and Payments Account					
General Purposes Fund					
For the year ended 31st May 2021					
INCOME				2021	2020
Paypal giving				1942	
Donations (Note 1)				5137	19251
Membership fees				5512	2627
Miscellaneous				0	1950
Gift aid				0	1079
Proceeds from fund raising events (Note 2)				4835	15997
Bank Interest - Lloyds Current Account				0	1
Bank Interest - COIF Charity Deposit Fund				29	344
Total receipts				<u>17455</u>	<u>41249</u>
DIRECT CHARITABLE EXPENDITURE					
Goods for re-sale				1738	1239
OTHER EXPENSES					
Costs of fund raising events (Note 2)				130	3709
Postage and stationery and printing				69	372
Hire of Premises				0	0
Purchase of banqueting chairs				0	0
Donations to Heritage Trust NW				0	0
Miscellaneous (Note 3)				33548	20668
Licences and Lottery registration				0	0
Audit of Accounts				150	0
				<u>35635</u>	<u>25988</u>
NET RECEIPTS FOR THE YEAR					
Cash and bank balances at 1 June 2021				-18180	15261
Cash and bank balances at 31 May 2020				70886	55625
				<u>52706</u>	<u>70886</u>
STATEMENT OF ASSETS AND LIABILITIES					
CURRENT ASSETS					
Bank and cash balances:					
Bank current account				21343	19552
Deposit Fund account				31363	51334
Cash in hand				0	0
				<u>52706</u>	<u>70886</u>
NON MONETARY ASSETS					
Unused stock for future use.				786	514
				<u>786</u>	<u>514</u>

For and on behalf of the Management Committee



Lambert Dopping-Hepenstal, Chairman

THE FRIENDS OF LYTHAM HALL				
Notes to the Accounts				
For the year ended 31st May 2021				
NOTE 1. Donations				
There were a total of 13 donations during the course of the year of various amounts of which a full list is available.				

Note 2 - Fund Raising Events				Proceeds	cost	profit
Book Shop Takings				1417	0	1417
JTC Booklet				10	0	10
Pen sales				350	0	350
Shopping bag sales				164	0	164
Daffodills				7	0	7
Callendar sales				1745	0	1745
Cards				12	0	12
Harry Clifton Book				1130	0	1130
				4835	0	4835

Note 3 Miscellaneous (payments 2021)			
Grants on line (subscription)			118.80
Painting at the hall (various			22587.20
Covid items			78.98
Return of overpaid subs			50.00
Partare			803.10
ISBN no's			179.00
Car park			261.84
Hall share of Paypal donation			294.10
Insurance			397.56
Diana			595.00
Acias for the lake wood			510.00
Grant items			4101.47
Archive room			1430.03
Drive			1168.13
Hall Items (sink, bridge repairs, drive stakes.)			927.50
Christmas Decorations			44.97
			33547.68

Accounting Policies for The Friends of Lytham Hall

(Charity Commission number 1069442)

The financial statements of the Charity have been prepared in accordance with good accountancy practice using the Receipts & Payments basis.

Funds

General funds represent the funds of the charity that are not subject to any special restrictions regarding their use and are available for application to the general purpose of the charity. These include funds designated for a particular purpose by the charity.

The accounts include monetary transactions, assets and liabilities for which the charity can be held responsible.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

Investments held beneficially by the charity.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

Amounts owing from the Inland Revenue in respect of Gift Aid Relief where a formal claim has been made.

Legacies where formal notification of entitlement and amount has been received by 31st May each year.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

Creditors for goods and services where the supply has been received and invoiced by 31st May each year.

Independent Examiner's Report

Independent Examiner's Report to the Trustees of The Friends of Lytham Hall (C.C. No. 1069442).

I report on the accounts of the charity for the year ended 31st. May 2021, which are set out on pages 10 to 11 of this Report.

Respective responsibilities of the trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

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

Basis of the independent examiner's report.

My examination was 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 those matters set out in the statement below.

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 to keep accounting records in accordance with section 130 of the 2011 Act; and to prepared accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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

Alan A Clements

Date *22nd August 2021*

Fellow of the Association of Charity Independent Examiners.

Rev'd. A. A. Clements MA, ACIB, FCIE.

15 Carleton Road,

Great Knowley,

Chorley PR6 8TQ