



# **25<sup>th</sup> Annual report and Financial Statement**

**June 2021 – May 2022**

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 2022

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	- <b>Lambert Dopping-Hepenstal</b>
Vice Chairman	- <b>Bob Smith</b>
Secretary	- <b>Kath Smith</b>
Treasurer	- <b>Terry Jones</b>
Membership	- Pam Beeden
Newsletter Editor	- <b>Kath Smith</b>
Committee members	- <b>Meg Hargreaves, Elizabeth Guffogg, Marilyn Smith, Marion Coupe, Pauline Hamilton, Sue Havenhand, John Hornyak, Diane Kitt, Amanda Joynt, Sue Jones</b>
President	- David Coupe
Vice President	- Hugh Clifton

Under the rules of the constitution Terry Jones, Pam Beeden, Pauline Hamilton and John Hornyak are retiring from the committee this year. They have all offered themselves for re-election. Marion Coupe, a founder member of the charity, has indicated her wish to stand down from the committee at the 2022 AGM.

As reported at the 2021 AGM, Amanda Joynt and Sue Jones joined the committee during the year. Following Pam Greenhill leaving the committee, John Hornyak has taken over as the Friends' representative on the Lytham Town Trust Board. Hugh Clifton accepted an invitation to become a Vice President. The trustees of the charity are shown in bold text.

Following the agreement at the 2021 AGM, the update to the Constitution has been formalised with the Charity Commission.

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 9 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 involving the charity, 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 2021 to May 2022**.

As with many organisations, our normal activities have been disrupted by the Covid-19 pandemic. We normally begin our fundraising year with the outdoor theatre events at the Hall organised by Julian Wilde. Covid restrictions limited us to only serving refreshments at the final 3 events, resulting in modest takings. We were, however, able to hold our Halloween "Spooktacular". This was extremely popular with 1,000 paying attendees. We choose to sell tickets at only £5 to make it affordable for



families, bringing many new visitors to the Hall. We were able to hold an enjoyable Evening of Christmas Cheer but we had to abandon

our usual Snowdrop Shop as there was nowhere available to hold it. We did take the opportunity to have a membership recruitment stall using the

Land Rover that we had donated to the Hall. As with Halloween, we keep the ticket costs for the Easter Bunny low to encourage people with young families to visit the Hall. The proceeds from our 3 major events was a creditable £11,500.

Our second hand bookshop in the West Wing, close to the Tea Room, was able to operate for the whole



period and continues to be a success. We also sell Bags and Pens through the honesty box system in the Bookshop. Altogether, these sales contributed over £6,000.



We funded the production of a calendar and continued selling copies of Peter Watson's booklet on Harry Clifton.



Our membership recruitment drive continues to deliver results and is a major source of income for the charity. Members who sign up as Patrons benefit from free parking at the Hall. Ordinary members benefit from a free annual tour of the Hall and our free monthly Zoom talks. We started the year with 252 members, including 63 patrons, and completed it with 298 members, including 92 patrons.

With fewer restrictions from the Covid pandemic, our income was almost twice that for the previous year.

We have continued with our monthly on-line talks related to the Hall and the Clifton family using this Zoom conferencing tool. These are held at 19:30 on the 3<sup>rd</sup> Wednesday of each month and are available free to our members and to Hall volunteers. These have been both informative and entertaining and have proved very popular with our members.



We have successfully applied for a Fylde Community Projects Fund grant to make improvements to the Stables Car Park. This work will be carried out by Hall volunteers later this year.

Our donations to the Hall have been limited to a small final payment for the restoration of the Diana statue in the Parterre and the replacement of the cake fridges in the Tearoom. We are looking to identify a major project to support and have made suggestions to HTNW.

A handwritten signature in black ink, appearing to read "Roy Spence". The signature is written in a cursive style with a large initial 'R'.

Chairman

Dated: 17<sup>th</sup> September 2022

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 15<sup>th</sup> May 1997 and amended in 1998 and 2022.

## **Purpose and Objectives**

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

3. 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.
4. 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 13 trustees and 3 co-opted members. The Committee meets as required

but at least 6 times per annum. 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

## Receipts and Payments Account

General Purposes Fund

For the year ended 31st May 2022

<b>INCOME</b>	<b>2022</b>	<b>2021</b>
PayPal giving	176	1942
Donations (Note 1)	1630	5137
Membership fees	7375	5512
Miscellaneous (Note 3)	2000	0
Gift aid	0	0
Proceeds from fund raising events (Note 2)	21138	4835
Bank Interest - Lloyds Current Account	0	0
Bank Interest - COIF Charity Deposit Fund	12	29
Total receipts	<u><b>32331</b></u>	<u><b>17455</b></u>

## DIRECT CHARITABLE EXPENDITURE

Goods for re-sale	1543	1738
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## OTHER EXPENSES

Costs of fund raising events (Note 2)	2761	130
Postage and stationery and printing	410	70
Hire of Premises	0	0
Purchase of banqueting chairs	0	0
Donations to Heritage Trust NW	0	0
Miscellaneous (Note 3)	2269	33548
Licences and Lottery registration	0	0
Audit of Accounts	150	150
	<u><b>7133</b></u>	<u><b>35636</b></u>

## NET RECEIPTS FOR THE YEAR

Cash and bank balances at 1 June 2022	25198	-18180
Cash and bank balances at 31 May 2021	<u>52706</u>	<u>70886</u>
	<u><b>77904</b></u>	<u><b>52706</b></u>

## STATEMENT OF ASSETS AND LIABILITIES

### CURRENT ASSETS

Bank and cash balances:		
Bank current account	77893	21343
Deposit Fund account	10	31363
Cash in hand	0	0
	<u><b>77904</b></u>	<u><b>52706</b></u>

### NON MONETARY ASSETS

Unused stock for future use.	<u>219</u>	
	<u><b>219</b></u>	



For and on behalf of the management Committee  
Lambert Dopping-Hepenstal, Chairman

# Notes to the Accounts

## For the year ended 31st May 2022

### NOTE 1. Donations

There were a total of £1630.05 donations during the course of the year of various amounts of which a full list is available.

### Note 2 - Fund Raising Events

	<b>Proceeds</b>
Stately Home Books	125
Pen sales	1308
Calendars	618
Harry Clifton Book	1083
Notelet cards	404
John Talbot Clifton Book	45
Book Shop sales	4455
Bags	624
4G Textiles	40
Bluebell competition	68
Theatre productions	612
Halloween Event	4830
Christmas Cheer	3352
Coffee Morning	102
Christmas Tree Event	79
Snowdrop Sales	185
Easter Bunny Hunt	3208
	<u>21138</u>

### Note 3 Miscellaneous (receipts 2022)

Matching grant from Fylde Borough Council re Car Park improvements	<u>2000</u>
	<u><b>2000</b></u>

### Note 3 Miscellaneous (payments 2022)

Identification Vests	261
HTNW re work on Diana	140
Table and leaflet folders	86
Refund (Gittins) (Watt)	100
Insurance package	372
Two new fridges	1032
Town Trust, room hire	20
Diana Statue expenses including plaque.	258
	<u>2269</u>

# **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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup>• May 2022, which are set out on pages ten to eleven 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 under- standing of the accounts to be reached

*Alan A. Clements.*

Date 20th. September 2022.

Fellow of the Association of Charity Independent Examiners.  
Rev'd. A. A. Clements MA, ACIB, FCIE.  
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Great Knowley,  
Chorley PR6 8TQ