

THE LYTTTELTON WELL LIMITED

England & Wales · Charity number 1001139

Details

Status	Registered
Legal form	Charitable company
Company number	02553905
Registered	1990-12-07
Register	View on the Charity Commission register

Contact

Address	The Lyttelton Well Ltd Church Street Malvern Worcestershire WR14 2AY
Phone	01684573702
Email	admin@lytteltonwell.co.uk
Website	www.lytteltonwell.co.uk

Activities

Objects: (1)THE ADVANCEMENT OF THE CHRISTIAN RELIGION(2)THE RELIEF OF POVERTY SICKNESS AND DISTRESS (3)THE RELIEF AND REHABILITATION OF THE MENTALLY ILL AND OF DISABLED PERSONS (4)THE RELIEF OF THE AGED (5)THE PROMOTION OF CHARITABLE WORK OF CHURCHES IN MALVERN

Activities: The advancement of the Christian religion by spreading the Gospel of Jesus Christ; the relief of poverty, sickness and distress; the relief and rehabilitation of the mentally ill and of disabled persons; the relief of the aged; the promotion of charitable work of churches in Malvern. We do this by running a community cafe, bookshop, counselling service, chaplaincy service, and foodbank.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE MALVERN
- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£285,988	£279,875	-	-
2023-12-31	£265,735	£286,409	-	-
2022-12-31	£291,742	£296,098	-	-
2021-12-31	£260,804	£252,691	-	-
2020-12-31	£229,209	£216,640	-	-

Trustees

Name	Role	Appointed
Peter William Mawditt	Chair	2024-05-20
Daniel Lewis Bennett		2024-05-30
Kenneth Antony Beecroft		2021-06-14
Neil Andrew Hornby		2024-05-20
Peter Charles Hutchinson		2021-06-14
Philip Stephen Robinson		2020-11-09
Rev Nicholas John Clarke		2025-09-15
Richard James Weatherill		2018-11-19

THE LYTTTELTON WELL LIMITED

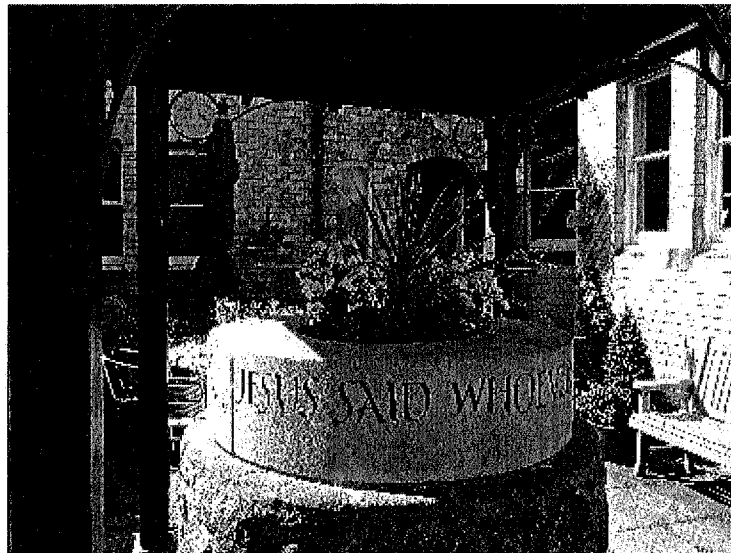
England & Wales - Charity number 1001139

Accounts

Charity Registration No. 1001139

Company Registration No. 02553905 (England and Wales)

THE LYTTTELTON WELL LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024



THE LYTTTELTON WELL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Board Of Trustees	P Robinson JP K A Beecroft P C Hutchinson Dr G W Pooler R Weatherill Peter Mawditt Neil Hornby Daniel Bennett	(Appointed 20 May 2024) (Appointed 20 May 2024) (Appointed 30 May 2024)
Charity number	1001139	
Company number	02553905	
Registered office	Church Street Malvern Worcestershire WR14 2AY	
Independent examiner	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS	
Bankers	LLoyds Bank 48 Belle Vue Terrace Malvern Worcestershire WR14 4QG	
Solicitors	Whatley Recordon 12 Worcester Road Malvern Worcestershire WR14 4QU	

THE LYTTTELTON WELL LIMITED

CONTENTS

	Page
Foreword from the Chair	1
Board of Trustees' Report	2 - 8
Statement of Trustees' responsibilities	9
Independent examiner's report	10
Statement of financial activities	11 - 12
Balance sheet	13
Notes to the accounts	14 - 28

THE LYTTTELTON WELL LIMITED

FOREWORD FROM THE CHAIR

FOR THE YEAR ENDED 31 DECEMBER 2024

As we reflect on the year, it has proved to be one of both change and continuity!

There have been changes to managers and staff with café and bookshop opening temporarily reduced as a result. Yet there has been continuity, as we pursue our vision to be a vibrant Christian hub serving the Malvern community, working with long-standing partnerships, the church community and, as always, our loyal band of volunteers who serve sacrificially across different areas.

We ended the year with a new management team and structure, having said farewell to Simon Kemp and family relocating to Scotland and appointing Ali Reakes-Williams as Volunteer Coordinator and Pieter Hermans as Office Manager (from January 2025) joining Pauline Jacob, our Café Manager. We thank Simon for carrying the breadth of the Charity Development Lead role with such a big heart and vision.

Given the gap between Simon leaving and the new team joining, we took the difficult but necessary decision to operate the café and bookshop with reduced opening hours, which extended into the New Year. During the period of reduced opening hours, the new management team consulted with volunteers and church leaders, set a refreshed vision together with Trustees, and trained the café staff. This inevitably took a toll on net revenue over those months, needing to cover payroll and fixed costs with reduced income.

The Well Counselling continued to provide low-cost counselling to the Malvern area with its reputation as a safe and reliable place for those in need. In mid-December Jo, the Head of Counselling, and her assistant Ge both resigned. We immediately began a search for those with professional qualifications to enable us to continue the service, but without any applicants we set in process a way to allow existing clients to be served.

Our Lyttelton Rooms continue to be well used in different ways by the community and include a dedicated counselling suite and prayer space. During the cold winter nights, we were pleased to open our Rooms for the Severe Weather Emergency Protocol to provide a warm dry space for rough sleepers.

We took time during the year to take stock and identified some foundational work needed to bring us up-to-date in terms of relationships and partnerships, operations, finance, legal, risk and compliance, in short growing towards sustainability. This is included in our plans for 2025.

All this meant that our strategy to build on our activities and pursue new initiatives had to be put on hold while we managed through the transitions. We are so grateful for the grace and patience of all as we navigated those changes.

We are excited to share in our report below more on how we have moved forward on a number of fronts during 2025.

On behalf of my fellow trustees and management team, I'd like to extend a heartfelt "thank you" to all who pray, serve and support in so many ways, but most of all we thank the Lord for His provision, His love and grace as we seek to steward His vision for The Lyttelton Well or 'The Well' as we often call it.

As we said last year, we believe that the need for a welcoming Christian presence on Church Street has never been greater. We pray Proverbs 3: 5-6 that as we trust the Lord ... "He shall direct our paths."

Philip Robinson
Chair



THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2024

The Board of Trustees present their annual report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The Charity's objectives as set out in the Memorandum of Association are

- i) the advancement of the Christian religion by spreading the Gospel of Jesus Christ;
- ii) the relief of poverty, sickness and distress;
- iii) the relief and rehabilitation of the mentally ill and of disabled persons;
- iv) the relief of the aged;
- v) the promotion of charitable work of churches in Malvern.

In furtherance of these objectives the charitable company operates retail outlets, hires out premises, provides philanthropic services of care for the disadvantaged, and follows other policies as laid down in the Memorandum of Association. There has been no change in these objectives during the year.

As a charity The Lyttelton Well Limited provides a public benefit to the local community by operating the Counselling Service which continues to deal with many clients and has an ongoing programme of training to ensure the counsellors maintain the standards required by the profession. This important service continues to be funded by The Lyttelton Well Limited and through restricted donations; we hope that it may be possible to further resource it from income from trust funds and grants.

The Board of Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

Fulfilling our charitable objectives

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcome of our work in the previous twelve months. The review looks at the success of each key activity and how the work in those activities has helped us to further our charitable objectives. The results of this review are set out in this report.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2024

The advancement of the Christian religion by spreading the Gospel of Jesus Christ

Christian witness: While welcoming all, we seek to share the love of Jesus through who we are and what we do. Our team of managers and trustees are followers of Jesus, as are many of our volunteers. Prayer is central to our life and underpins our work.

The Bookshop offers help to those with questions about life and faith, as well as providing an ordering service to local churches. We provide a collection point for second hand Christian books and also offer them for sale. We provide many boxes per year to the Book Aid Charitable Trust, who distribute Bibles and Christian books for the advancement of Christianity, and educational purposes both in the UK and abroad, mainly in Africa.

Our Chaplains are present and available in the café to those who need a listening ear.

We believe strongly in our links with Churches Together in Malvern and see Lyttelton Well as an integral part of the church community.

The relief of poverty, sickness and distress

The counselling service provides a discounted, skilled, and professional service to those in need of help for various reasons including anxiety, bereavement, stress, relationships and many other issues.

The café also provides relief to many people, including members of the local community who are lonely or troubled, as it is a place where they can be sure of a warm, friendly welcome.

The chaplaincy team maintain a friendly and helpful presence in the café, interacting with customers and offering support to staff and volunteers.

We have maintained an active partnership with the Malvern Hills Foodbank, for whom we act as a collection and distribution point. Foodbank volunteers work with us on site to enable this service.

We also provide rooms at discounted rates on an occasional basis to some groups where there is a direct link to our charitable objectives.

The relief and rehabilitation of the mentally ill and of disabled persons

Through volunteering and employment, we are able to provide a friendly environment to allow members of our community, including those who are vulnerable, to participate actively and successfully in society and can also help people to rehabilitate their lives and return to an active role in society, with work at the Well as an early step.

We have continued to work with a number of educational establishments including Bridge, Bankside, Chase High School and Worcester College to provide regular work experience in the café.

Our Counselling Service offers relief for several mental health conditions.

Further, we are able to indirectly satisfy this objective by providing the space in the Lyttelton Rooms to several charities and groups who directly work in the fields of mental illness and disability support.

The relief of the aged

The café continues to be popular in Malvern for older people, while providing a welcoming environment for people of all ages.

Additionally, we again provide indirect relief through the provision of our rooms for exercise classes for the active elderly, and other similar groups.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2024

The promotion of charitable work of the Churches in Malvern

The Lyttelton Well works closely with Churches Together in Malvern. Additionally, we provide the rooms to our member churches for use as needed and advertise events in our noticeboards throughout the complex.

The rooms are utilised each year for Lifepath Malvern which is operated by a Malvern-wide group of churches.

Financial review

During the year income totalled £285,988 (2023 – £265,735) and expenditure amounted to £279,875 (2023 – £286,409), leaving a surplus for the year of £6,113 (2023 – a deficit of £20,674).

Current unrestricted reserves are £85,322 (2023 – £81,026), which excluding tangible fixed assets is approximately £70,000. Funds that are unrestricted and undesignated excluding tangible fixed assets are £63,102 (2023 – £63,650). Current Restricted Reserves are £12,921 (2023 – £17,578)

Endowment Funds remain £356,613 (2023 – £356,613). Giving a total reserves figure at 31st December 2024 of £461,330 (2023 – £455,217).

Reserves policy

It is the policy of the Charity that funds which have not been received as restricted for a specific use should be maintained at a level equivalent of between three and six months' of fixed costs.

A. Lyttelton Well (excl TWC)

1. Fixed Costs ("FC").

In the event that all operations and sources of income cease it is estimated that ongoing monthly FC will be £12,750. The current level of reserves will cover 4.9 months of FC.

2. Continued limited operation.

On the basis that the café and bookshops continue to operate but other sources of income (lettings and donations) cease, then it is estimated that current reserves are sufficient for 9 months.

B. The Well Counselling ("TWC")

Current cash reserves restricted for TWC use are approximately £11,300. Some of these are grants further restricted to TWC salary use only, however in the event that all other income other than fees cease, TWC can continue to fully operate for at least a further 12 months.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2024

Principal Funding Sources

Trading income:

The Café.

The café produced surplus of £5,252 (2023: surplus of £34,780) after cost of sales and directly attributable salaries. After allocating support costs, governance costs and depreciation, the café produced a deficit of £46,233 (2023: surplus of £2,890).

The Bookshop.

The bookshop produced a deficit of £566 (2023: a deficit of £5,091) after cost of sales and directly attributable salaries. After allocating support costs, governance costs and depreciation, bookshop produced a deficit of £8,704 (2023: a deficit of £21,803).

Rooms.

Letting income from the Lyttelton Rooms in 2024 was £32,701 (2023: £28,839). After allocation of support costs, governance costs and depreciation, the lettings function contributed a surplus of £4,972 (2023: a deficit of £4,829).

The Well Counselling.

Counselling income (Restricted or designated) was £42,281 (2023: £23,302). This resulted in a surplus after direct expenses of £6,954 (2023: a deficit of £7,298). After accounting for allocations of support costs, governance costs and depreciation, the counselling department contributed a total deficit of £10,341 (2023: a deficit of £19,796).

Governance and support expenses

Allocable governance and support expenses incurred in the year were £77,061 compared to £81,728 in 2023.

Reserves cash and investment policy

The charity has continued to take a prudent and low risk approach to our valuable cash reserves. In the current uncertain climate this is seen as particularly important and consequently all reserves are held in cash deposits. It has been the policy of Trustees to ring-fence £60,000 of reserves for access only with the agreement of the Executive Committee. The balance is used to fund working capital fluctuations throughout the year. Over the last 12 months permission has been given to draw down £10,000 of these reserves to meet the increased working capital requirement. A separate bank account is maintained for funds restricted for counselling use.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2024

Plans for the future

The year 2024 was characterised by continuity and change, continuing our core activities, but moving into 2025, we started a process of reviewing and refreshing our vision and purpose and envisage an onward path of building on our core activities, introducing new initiatives especially as we engage more closely with churches and partners. Of course there are challenges, but we seek to build foundations where we are well prepared for those that arise.

Prayer:

We sought to underpin our steps with prayer, with trustees and managers meeting together early every Friday morning, an open time of prayer in the Café on Monday mornings and building daily rhythms of prayer throughout the week. We have been blessed by being included in the prayers and prayer meetings of some of the churches.

Our God is a relational God and calls us to seek unity. We have endeavoured to build healthy relationships both across our team and beyond as part of our foundational steps.

Church leaders:

We felt it important to draw much closer to church leaders across Malvern and began the year by meeting with them, praying and sharing together. It was encouraging to hear from them as well as share our heart to seek the Lord's will.

Our vision, mission, values:

This has been followed by refreshing our vision, mission and values that respects our heritage over 30 years, but looks forward. We have been sharing these across our team or staff and volunteers to ensure we are all aligned in who we are and why we serve. This has been followed by regular visits to local church congregations to connect and share.

Other key shifts:

Café: Revised café opening – moving from six days to Monday – Friday. We are putting emphasis on our café and bookshop as more 'ministry than money'! Ali's role as Volunteer Coordinator is intended to recognise the value of our volunteers as a community in their own right with both gifts and needs. We are looking to introduce more initiatives that leverage the Café space engaging the community more widely in different ways, such as family time during school holidays.

Counselling: Plans to re-launch a remodelled subsidised counselling service. This will be in effect an outsourced service where those seeking low-cost counselling will be referred through The Well Counselling to our pool of counsellors, operating from within their own private professional practices. This avoids the reliance on a qualified professional to oversee, manage and coordinate the service, while maintaining the same standards and safeguards for the clients.

Chaplaincy: Plans to re-launch a remodelled chaplaincy service from September, enabling those who wish to meet with a trained chaplain.

Management: A key emerging shift has been to empower the management team to manage and lead, supported by and overseen by the trustees. While respecting different roles and responsibilities and boundaries, we have a greater sense of 'one team' serving together, reinforced through our shared prayer times.

There are many exciting ideas for the future, but we want to ensure these are the Lord's plans not ours. You can expect a phased introduction of 'the new' alongside the present as opportunities arise and capacity allows.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2024

Structure, governance and management

The charity, incorporated on 31st October 1990, is a company limited by guarantee governed by its memorandum and articles of association.

The company is a registered charity. There is an endowment fund that reflects the Lyttelton Well buildings that will revert to the Diocese on vacation.

The Board of Trustees (directors) is appointed by the members in general meeting.

The Board of Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

P Robinson JP	
K A Beecroft	
C D Boulton	(Resigned 20 May 2024)
R H Fletcher	(Resigned 13 February 2024)
P C Hutchinson	
R M Rowswell	(Resigned 2 September 2024)
Revd J Saunders	(Resigned 2 April 2024)
Dr M Harper	(Resigned 20 May 2024)
Dr G W Pooler	
R Weatherill	
Peter Mawditt	(Appointed 20 May 2024)
Neil Hornby	(Appointed 20 May 2024)
Daniel Bennett	(Appointed 30 May 2024)

None of the Board of Trustees has any beneficial interest in the company. All of the Board of Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The members govern the general policy of the Company. The Board of Trustees directs the the charitable company's affairs in such a way to promote its objects. The Executive Committee comprising of both management and appointees for the Trustee Board is responsible for overseeing the operational implementation of the Board's policies and responding to short term issues as they arise. The managers are responsible for the day-to-day matters of the charity.

There are no specific restrictions imposed by the governing document concerning the way the charity can operate.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2024

Recruitment and Appointment of Board of Trustees

A list of necessary business, governance, counselling and outreach skills is maintained and reviewed regularly as part of the annual risk assessment.

Individual Trustee responsibilities are identified and allocated based on each member's particular skills. Where the necessary mix of skills is found to be lacking, for example due to retirements, appropriately qualified individuals are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most new Trustees (directors) are already familiar with particular aspects of the practical work of the charity as volunteers and/or company members.

Additionally, the chairman of the Board of Trustees briefs each new Trustee on the legal obligations of the Board of Trustees (directors), the main documents which set out the operation framework of the charity, the current financial position and the charity's future plans and objectives. To supplement this induction, new Trustees are provided with a copy of the Charity Commission's publication "The Essential Trustee", as well as a copy of Memorandum and Articles of Association and the latest financial statements.

Risk Management

The risk management plan identifies area of risk and where appropriate establishes systems and procedures to mitigate major risks to which the charity is exposed.

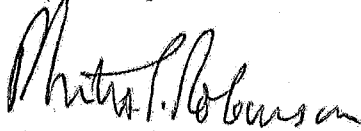
The charity's strategic plan is reviewed annually to ensure there is sufficient diversification of activities and funding. Internal control risks are minimized by the implementation of procedures for authorization of all transactions and projects.

The charity has procedures in place to ensure compliance with health and safety legislation affecting staff, customers and visitors. These procedures are reviewed annually. The charity has a policy for the protection of children and vulnerable adults. This policy is reviewed annually.

Asset cover for funds

Note 22 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



P Robinson JP

Trustee

Dated: 1 July 2025

THE LYTTTELTON WELL LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees, who are also the directors of The Lyttelton Well Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Board of Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 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 and other irregularities.

THE LYTTTELTON WELL LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

I report to the Board of Trustees on my examination of the financial statements of The Lyttelton Well Limited (the Charity) for the year ended 31 December 2024, which are set out on pages 11 to 31.

Responsibilities and basis of report

As the Board of Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

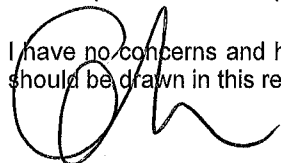
Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Elizabeth Needham ACA CTA (VAT)
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 1 July 2025

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

Current financial year

		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Total 2023 £
	Notes						
Income from:							
Voluntary income	3	58,168	9,687	37,694	-	105,549	48,483
Charitable activities	4	15,189	-	-	-	15,189	16,927
Other trading activities	5	164,074	-	-	-	164,074	199,128
Investment income	6	1,176	-	-	-	1,176	1,197
Total income		238,607	9,687	37,694	-	285,988	265,735
Expenditure on:							
Raising funds	7	202,814	-	-	-	202,814	204,681
Charitable activities	8	30,557	10,473	36,031	-	77,061	81,728
Total expenditure		233,371	10,473	36,031	-	279,875	286,409
Net incoming/ (outgoing) before transfers		5,236	(786)	1,663	-	6,113	(20,674)
Gross transfers between funds	21	(940)	7,260	(6,320)	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		4,296	6,474	(4,657)	-	6,113	(20,674)
Fund balances at 1 January 2024		81,026	-	17,578	356,613	455,217	475,891
Fund balances at 31 December 2024		85,322	6,474	12,921	356,613	461,330	455,217

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

Prior financial year

		Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
	Notes				
<u>Income from:</u>					
Voluntary income	3	25,721	22,762	-	48,483
Charitable activities	4	16,927	-	-	16,927
Other trading activities	5	198,688	440	-	199,128
Investment income	6	1,197	-	-	1,197
Total income		<u>242,533</u>	<u>23,202</u>	<u>-</u>	<u>265,735</u>
<u>Expenditure on:</u>					
Raising funds	7	<u>204,681</u>	<u>-</u>	<u>-</u>	<u>204,681</u>
Charitable activities	8	<u>71,157</u>	<u>10,571</u>	<u>-</u>	<u>81,728</u>
Total expenditure		<u>275,838</u>	<u>10,571</u>	<u>-</u>	<u>286,409</u>
Net incoming/(outgoing) before transfers		<u>(33,305)</u>	<u>12,631</u>	<u>-</u>	<u>(20,674)</u>
Net income/(expenditure) for the year/ Net movement in funds		<u>(33,305)</u>	<u>12,631</u>	<u>-</u>	<u>(20,674)</u>
Fund balances at 1 January 2023		<u>114,331</u>	<u>4,947</u>	<u>356,613</u>	<u>475,891</u>
Fund balances at 31 December 2023		<u><u>81,026</u></u>	<u><u>17,578</u></u>	<u><u>356,613</u></u>	<u><u>455,217</u></u>

THE LYTTTELTON WELL LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	15		378,833		373,989
Current assets					
Stocks	16	7,070		13,124	
Debtors	17	24,792		5,513	
Cash at bank and in hand		67,597		81,795	
		99,459		100,432	
Creditors: amounts falling due within one year	18	(16,962)		(19,204)	
Net current assets			82,497		81,228
Total net assets			461,330		455,217
Capital funds					
Endowment funds	20		356,613		356,613
Income funds					
Restricted funds	21		12,921		17,578
Designated funds	19		6,474		-
Unrestricted funds			85,322		81,026
			461,330		455,217

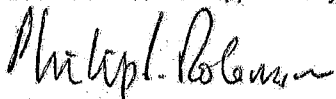
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The Board of Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board Of Trustees on 1 July 2025


P Robinson JP
Trustee

Company Registration No. 02553905

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Charity information

The Lyttelton Well Limited is a private company limited by guarantee incorporated in England and Wales (number 02553905) and a charity registered in England and Wales (number 1001139). The registered office is Church Street, Malvern, Worcestershire, WR14 2AY.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's memorandum and articles of association, The Charities Act 2011, FRS 102, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, the leasehold property being carried at deemed value upon endowment to the charity (Note 15). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Board of Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and that there are no material uncertainties about its ability to continue. Thus the Board of Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Board of Trustees in furtherance of their charitable objectives.

Designated funds represent funds set aside by the trustees for specific purposes.

Restricted funds represent funds received by the charity that have been given for a specific purpose imposed by the donor.

Endowed funds represent the value of buildings gifted by the Diocese on commencement of the charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

Voluntary income is recognised as an income when receivable, except insofar as when it is incapable of financial measurement.

Activities for generating funds income is recognised on receipt as this is when it becomes measurable.

Investment income is included in the SOFA in the year in which it is receivable.

Legacies are recognised when there is reasonable probability that the bequest will be received.

Government grants are recognised as an income when receivable.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The Charity is registered for VAT and accordingly expenditure is shown net of recoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold property	not applicable
Plant and machinery	over 5 to 20 years as appropriate on cost
Fixtures, fittings & equipment	over 5 to 10 years as appropriate on cost
Office machinery	over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks relate to the bookshop and café. Stocks are stated at the lower of cost and estimated selling price.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

(Continued)

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charitable company operates a defined contribution pension scheme for eligible employees. The assets of the scheme will be held separately from those of the company in an independently administered fund.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Board of Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Voluntary income

	Unrestricted funds general £	Unrestricted funds designated £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and gifts	54,168	9,687	36,694	100,549	48,483
Legacies receivable	4,000	-	1,000	5,000	-
	<u>58,168</u>	<u>9,687</u>	<u>37,694</u>	<u>105,549</u>	<u>48,483</u>
For the year ended 31 December 2023	<u>25,721</u>	<u>-</u>	<u>22,762</u>		<u>48,483</u>

4 Charitable activities

	2024 £	2023 £
Bookshop income	<u>15,189</u>	<u>16,927</u>
Analysis by fund		
Unrestricted funds - general	<u>15,189</u>	

For the year ended 31 December 2023

	2023 £
Bookshop income	<u>16,927</u>
Analysis by fund	
Unrestricted funds - general	<u>16,927</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

5 Income from other trading activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fundraising events	-	-	-	1,000	440	1,440
Cafe income	131,373	-	131,373	168,849	-	168,849
Letting and licensing arrangements	32,701	-	32,701	28,839	-	28,839
Other trading activities	164,074	-	164,074	198,688	440	199,128

During the year, Great Malvern Priory contributed £8,000 (2023: £7,200) towards the running costs of the Lyttelton Rooms under the joint Operating Agreement with the charity for use of the that building, of which £nil (2023 - £nil) was restricted to the Rooms Maintenance Fund.

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	1,176	1,197

7 Raising funds

	Total 2024 £	Total 2023 £
<u>Fundraising and publicity</u>		
Fundraising events	-	684
<u>Costs of trading</u>		
Café - direct cost of goods sold	47,593	50,656
Staff costs	76,007	87,782
Depreciation and impairment	2,521	6,007
Costs of trading	126,121	144,445
<u>Share of support and governance costs</u>	76,693	59,552
	202,814	204,681

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

8 Charitable activities

	The Well Counselling	Community Support	Outreach and foodbank	Bookshop	Total 2024	Total 2023
	£	£	£	£	£	£
Staff costs	28,023	-	-	3,000	31,023	32,582
Depreciation and impairment	103	-	-	522	625	597
Direct expenses	4,910	-	-	-	4,910	5,548
Direct expenses - provision of facilities	30	-	-	-	30	20
Repairs and maintenance	1,433	-	-	-	1,433	-
Outreach costs	-	-	340	-	340	265
Sundry expenses	696	-	-	-	696	933
Cost of goods sold	-	-	-	12,225	12,225	7,164
IT costs	132	-	-	8	140	839
	<u>35,327</u>	<u>-</u>	<u>340</u>	<u>15,755</u>	<u>51,422</u>	<u>47,948</u>
Share of support costs (see note 10)	15,872	-	-	8,173	24,045	31,316
Share of governance costs (see note 10)	1,063	-	-	531	1,594	2,464
	<u>52,262</u>	<u>-</u>	<u>340</u>	<u>24,459</u>	<u>77,061</u>	<u>81,728</u>
Analysis by fund						
Unrestricted funds - general	6,098	-	-	24,459	30,557	
Unrestricted funds -	10,473	-	-	-	10,473	
Restricted funds	35,691	-	340	-	36,031	
	<u>52,262</u>	<u>-</u>	<u>340</u>	<u>24,459</u>	<u>77,061</u>	
For the year ended 31 December 2023						
Unrestricted funds - general	27,836	20	4,571	38,730		71,157
Restricted funds	10,306	-	265	-		10,571
	<u>38,142</u>	<u>20</u>	<u>4,836</u>	<u>38,730</u>		<u>81,728</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

9 Description of charitable activities

The Well Counselling

The Well Counselling is a long-established counselling service based in the centre of Great Malvern. We provide a safe, confidential place to explore issues which cause distress or difficulty.

Community Support

A chaplaincy service offers prayer and support to those who ask.

Outreach and foodbank

The Lyttelton Well is a collection and distribution centre for the Malvern Hills Foodbank.

Provision of facilities

The Lyttelton Rooms provide a venue for a variety of community related activities.

Bookshop

The provision of faith education through the operation of a bookshop to promote the advancement of Christian religion.

10 Support costs

	Support costs	Governance costs	2024	2023	Basis of allocation
	£	£	£	£	
Staff costs	55,983	-	55,983	36,426	Activity
Insurance	5,359	-	5,359	5,064	Activity
Light and heat	17,003	-	17,003	13,285	Activity
Repairs and maintenance	7,153	-	7,153	5,130	Activity
Rates	1,730	-	1,730	1,875	Activity
Cleaning, health and safety	4,585	-	4,585	10,853	Activity
Office and communications costs	1,366	-	1,366	2,771	Activity
Volunteer costs	37	-	37	90	Activity
Bank charges	292	-	292	3,713	Activity
Computer expenses	1,650	-	1,650	6,253	Activity
General expenses	1,861	-	1,861	832	Activity
Independent Examiner's fees:					Governance
Independent Examination	-	4,186	4,186	4,372	
Legal and professional	-	1,127	1,127	2,668	Governance
	<u>97,019</u>	<u>5,313</u>	<u>102,332</u>	<u>93,332</u>	
Analysed between					
Trading	72,974	3,719	76,693	59,552	
Charitable activities	24,045	1,594	25,639	33,780	
	<u>97,019</u>	<u>5,313</u>	<u>102,332</u>	<u>93,332</u>	

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

11 Raising funds - support and governance costs by activity

	Café	2024 Lettings	Café	2023 Lettings
	£	£	£	£
Depreciation	859	1,862	2,226	3,781
Support costs	47,970	25,004	27,200	27,776
Governance costs	2,656	1,063	2,464	2,112
	<u>51,485</u>	<u>27,729</u>	<u>31,890</u>	<u>33,669</u>

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Management	3	3
Staff	13	17
	<u>16</u>	<u>20</u>

Employment costs

	2024 £	2023 £
Wages and salaries	155,704	148,284
Social security costs	1,344	3,851
Other pension costs	5,965	4,655
	<u>163,013</u>	<u>156,790</u>

Included in the above are fees of £28,023 (2023: £18,498) paid for the provision of counselling services.

Four employees received redundancy payments in the year, totaling £4,326.

There were no employees whose annual remuneration was £60,000 or more.

13 Board Of Trustees

None of the Board of Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

No trustees were reimbursed expenses during this or the prior year.

Donations totalling £24,300 without conditions were received from the Trustees or related entities.

R Weatherill is also a trustee of Great Malvern Priory, transactions with that entity are as disclosed in note 5.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

14 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	5,965	4,655

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

15 Tangible fixed assets

	Leasehold property £	Plant and machinery £	Fixtures, fittings & equipment £	Office machinery £	Total £
Cost					
At 1 January 2024	356,613	31,101	50,942	9,749	448,405
Additions	-	7,990	-	-	7,990
Disposals	-	(3,243)	(83)	(4,567)	(7,893)
At 31 December 2024	356,613	35,848	50,859	5,182	448,502
Depreciation and impairment					
At 1 January 2024	-	18,307	47,947	8,162	74,416
Depreciation charged in the year	-	1,683	850	613	3,146
Eliminated in respect of disposals	-	(3,243)	(83)	(4,567)	(7,893)
At 31 December 2024	-	16,747	48,714	4,208	69,669
Carrying amount					
At 31 December 2024	356,613	19,101	2,145	974	378,833
At 31 December 2023	356,613	12,794	2,995	1,587	373,989

16 Stocks

	2024 £	2023 £
Book stock	5,570	10,425
Café and other stocks	1,500	2,699
	7,070	13,124

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

17 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	3,289	2,022
Other debtors	4,816	1,220
Prepayments and accrued income	16,687	2,271
	<u>24,792</u>	<u>5,513</u>

18 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	5,645	7,645
Trade creditors	6,560	7,495
Other creditors	478	1,518
Accruals and deferred income	4,279	2,546
	<u>16,962</u>	<u>19,204</u>

19 Unrestricted funds - designated

These are unrestricted funds which have been designated for specific purposes by the Trustees.

	At 1 January 2024	Incoming resources	Resources expended	Transfers	At 31 December 2024
	£	£	£	£	£
Designated counselling fund	-	9,687	(10,473)	7,260	6,474
	<u>-</u>	<u>9,687</u>	<u>(10,473)</u>	<u>7,260</u>	<u>6,474</u>

Designated Fund - These are funds received from counselling related activities that have been ring-fenced to be spent on the costs of running the counselling service.

THE LYTTLETON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

20 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity.

	Balance at 1 January 2023	Movement in funds			Balance at 1 January 2024	Movement in funds			Balance at 31 December 2024
		Incoming resources	Resources expended	Transfers		Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£	£	£
Permanent endowments									
Capital fund	356,613	-	-	-	356,613	-	-	-	356,613
	356,613	-	-	-	356,613	-	-	-	356,613

The capital fund reflects deemed value of The Lyttelton Well buildings gifted upon commencement that will revert to the Diocese on vacation.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Balance at 1 January 2023	Movement in funds			Balance at 1 January 2024	Movement in funds			Transfers	Balance at 31 December 2024
	£	Incoming resources	Resources expended	£		Incoming resources	Resources expended	£		
Well counselling service fund	-	21,616	(10,306)	11,310	4,745	(4,745)	(11,310)	-	-	-
Counselling bursary	100	-	-	100	-	-	-	-	-	100
Marriage courses fund	9	-	-	9	-	-	-	-	-	9
Outreach food bank fund	-	1,586	(265)	1,321	340	(340)	-	-	-	1,321
Rooms maintenance fund	4,838	-	-	4,838	-	(6,167)	1,329	-	-	-
Alive Course	-	-	-	-	500	(111)	(389)	-	-	-
Office refurbishment	-	-	-	-	2,000	(2,000)	-	-	-	-
The National Lottery Community Fund - counselling	-	-	-	-	20,000	(17,942)	-	-	-	2,058
Positive Thoughts - counselling	-	-	-	-	7,000	-	-	-	-	7,000
Hedley Foundation Grant	-	-	-	-	2,260	-	-	-	-	2,260
Platform Housing - Counselling room furnishings	-	-	-	-	849	(676)	-	-	-	173
Benefact Trust - Counselling	-	-	-	-	-	(4,050)	4,050	-	-	-
	4,947	23,202	(10,571)	17,578	37,694	(36,031)	(6,320)	-	-	12,921

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

21 Restricted funds

(Continued)

Transfers

A transfer of £11,310 has been made from the Well counselling service fund. The amount of £4,050 has been moved to a separate fund representing The Benefact Trust Grant and the remainder has been transferred to the designated counselling fund, which represents funds brought forward that were in substance designated rather than restricted. £1,329 has been transferred into the Rooms maintenance fund from unrestricted funds to clear the over spend. £389 has been transferred from the Alive course fund representing assets purchased.

Description of funds

Well counselling service - This fund represents money received through donations in support of the counselling service, or grants restricted to counselling without further conditions.

Counselling bursary - funds received to enable bursaries for individual training to be awarded.

Marriage courses fund - this fund represents money received through donations to assist in the cost of providing marriage counselling.

Outreach food bank fund - this fund represents money received in support of a food bank serving the local area.

Rooms maintenance fund - this fund represents money received from the Great Malvern Priory and is matched by The Lyttelton Well Limited for the maintenance of the rooms.

Alive Course - this represents funds given to enable the Lyttelton Well to host an 'Alive Course' in partnership with local churches, including the acquisition of a TV and stand.

Office refurbishment fund - this represents funds given to enable the transformation of an old office into a new chaplaincy room.

National Lottery Community fund grant - this fund represents a grant towards the salary cost of the Head of Counselling.

Positive Thoughts - this fund represents a grant/donation specifically towards the staff and volunteer expenses/ costs of the counselling service.

Hedley Foundation Grant - this fund represents a grant towards a proposed trial project in collaboration with local SEN schools.

Platform Housing - funds received towards the costs of furnishing the counselling suite.

Benefact Trust - this fund represents a grant from the Benefact Trust towards the employee costs of the counselling service.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

- 27 -

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

23 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	87,387	65,957

THE LYTTTELTON WELL LIMITED

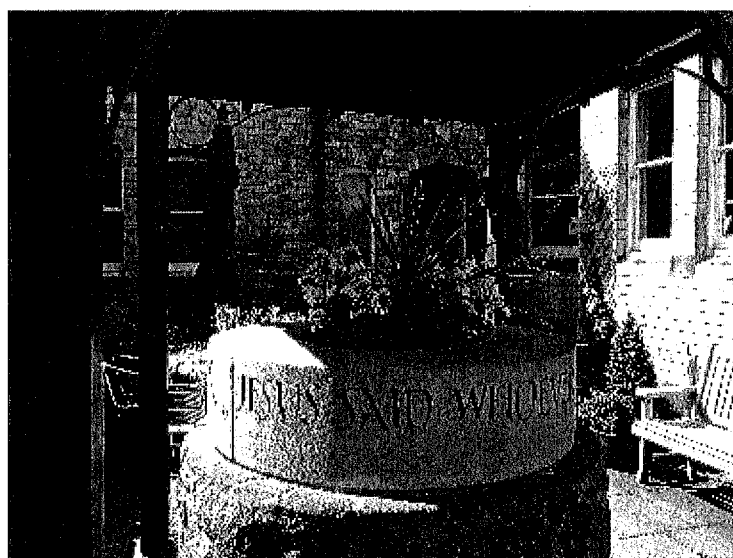
England & Wales - Charity number 1001139

Accounts

Charity Registration No. 1001139

Company Registration No. 02553905 (England and Wales)

THE LYTTTELTON WELL LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023



THE LYTTTELTON WELL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Board Of Trustees	P Robinson JP K A Beecroft C D Boulton P C Hutchinson R M Rowswell Dr M Harper Dr G W Pooler R Weatherill
Charity number	1001139
Company number	02553905
Registered office	Church Street Malvern Worcestershire WR14 2AY
Independent examiner	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS
Bankers	CAF Bank 25 Kings Hill West Malling Kent ME19 4JQ LLoyds Bank 48 Belle Vue Terrace Malvern Worcestershire WR14 4QG
Solicitors	Whatley Recordon 12 Worcester Road Malvern Worcestershire WR14 4QU

THE LYTTTELTON WELL LIMITED

CONTENTS

	Page
Foreword from the Chair	1
Board of Trustees' Report	2 - 8
Statement of Trustees' responsibilities	9
Independent examiner's report	10
Statement of financial activities	11 - 12
Balance sheet	13
Statement of cash flows	14
Notes to the accounts	15 - 31

THE LYTTTELTON WELL LIMITED

FOREWORD FROM THE CHAIR

FOR THE YEAR ENDED 31 DECEMBER 2023

The Lyttelton Well has faced another challenging year. We navigated the anticipated change of management subsequent to the serial resignations of John Berry, Matthew Jordan and then Doreen Miccio. We remember them and honour them for their years of dedicated service. Sheila Joyce (Accounts and Administration Manager) joined us in March 2023, and Simon Kemp (Charity Development Leader) at the end of April. There was a difficult hiatus between departures and arrivals, a time when trustees necessarily became much more involved in hands-on management - and breathed a sigh of relief when the new managers settled in! We have been grateful for their hard work, sometimes in trying circumstances. Simon has introduced his new manager location system; if we want to know whether he's in the building, we just wait quietly; if we hear no loud laughter for two minutes - he's out.

Seriously, the arrival of the new team came with a flurry of activity; the serial sickness unto death of our geriatric computers, followed by Simon's expert rejuvenation of our IT system; and the adoption of a new, much more intuitive accounting package, Xero, which Sheila uses. We are grateful indeed to have had such expertise on hand. (I am sorry to add here that Sheila plans to move on to pastures new in June 2024; she will be hugely missed and we do wish her well. We shall of course be recruiting to fill the big gap she will leave.)

The Bookshop has reopened in the front part of the café, although it is smaller than it was pre-Covid. Aware of the changes in how people access reading material, we continue to seek God's guidance on how best to take this facility forward.

We recruited Jo Sessford as Head of Counselling. She has both led The Well Counselling and energetically set about fundraising for it, with very significant success. This is an encouragement at a time of financial pressure. She has been ably assisted by deputies Frances and Emma, and administrator Kathleen. The Service is a real blessing to many people in Malvern who could not otherwise afford professional counselling, and we are grateful to the whole team for their work - remembering and appreciating the fact that the majority of the team are volunteers.

Speaking of financial pressures, we have to acknowledge that they have been significant, with overall costs increasing very significantly. This has necessitated carefully reviewing and simplifying our processes and activities, particularly in the café. Very sadly, this has resulted in a few redundancies. But it is only as we stabilise our finances that we can continue our work and indeed lay the foundation for future developments; which I shall address next.

We are always mindful of those who struggle more than us. It is part of our ministry to do what we can to help those in need, and this is something we want to expand. We now have Food Bank volunteers working with us several times a week, and over the coming year, we plan to work with partners to provide more community orientated services, as part of our Christian ministry. These will be services seen as valuable and supported by the local churches, and which we are well placed to host. The café is an attractive and welcoming venue, and future initiatives will include its use in the evening by small groups, and possibly café ministry to those with particular need. In addition, for 2024 we envision a Town Chaplaincy service based at Lyttelton Well, lifeskills training facilities and a, we hope, a centralised church volunteer training facility. These activities, some of which will utilise the Rooms, will increase the usefulness of Lyttelton Well to the community, as well as providing opportunity to access funding to support what we do. Philemon's runaway slave, who Paul asked him to welcome back, now as a Christian brother, was called Onesimus. The name means "profitable", or "useful". We want to build on our co-working with Churches Together in Malvern to be their Onesimus; to provide a venue where the love of God in Christ Jesus can shine out in various ways to complement their ministry.

I cannot close without re-iterating that we function because people are attracted to give their time, skills and money in various ways and at every level. Waiting staff are predominantly volunteers; they welcome in a unique way. Those who wash up, of which I am one, undertake this (particularly complex and skilled) task "as unto the Lord." And volunteers man the bookshop, counsel, administrate, welcome, decorate, pray, bake, act as trustees - the list goes on. Our paid staff work hard for not a lot - which concerns me. But we walk on in an "attitude of gratitude", aware that it is in knowing God's will and obeying it in faith and courage that we will experience His blessing. We believe that the need for a welcoming Christian presence on Church Street has never been greater. Please pray for us as we seek to improve, and to be what God wants us to be. Thank you.

Michael Harper

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

The Board of Trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The Charity's objectives as set out in the Memorandum of Association are

- i) the advancement of the Christian religion by spreading the Gospel of Jesus Christ;
- ii) the relief of poverty, sickness and distress;
- iii) the relief and rehabilitation of the mentally ill and of disabled persons;
- iv) the relief of the aged;
- v) the promotion of charitable work of churches in Malvern.

In furtherance of these objectives the charitable company operates retail outlets, hires out premises, provides philanthropic services of care for the disadvantaged, and follows other policies as laid down in the Memorandum of Association. There has been no change in these objectives during the year.

As a charity The Lyttelton Well Limited provides a public benefit to the local community by operating the Counselling Service which continues to deal with many clients and has an ongoing programme of training to ensure the counsellors maintain the standards required by the profession. This important service continues to be funded by The Lyttelton Well Limited and through restricted donations; we hope that it may be possible to further resource it from income from trust funds and grants.

The Board of Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

Fulfilling our charitable objectives

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcome of our work in the previous twelve months. The review looks at the success of each key activity and how the work in those activities has helped us to further our charitable objectives. The results of this review are set out in this report.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

The advancement of the Christian religion by spreading the Gospel of Jesus Christ

The bookshop was closed for the first Quarter of the year while we determined what to do when face to face counselling resumed in the counselling suite. It was then temporarily relocated to the upstairs office, above the café. It will be restored in 2024 – albeit as a modest facility - downstairs, with a frontage on Church Street, thus restoring its visibility. It now continues to offer help to those with questions about life and faith, as well as providing an ordering service to local churches.

The café offers a welcoming environment, very different from other venues, where all comers, including those who are lonely or troubled in various ways, can feel comfortable and at home. In addition, we host many visitors to Malvern. Our volunteers and staff, from over 20 churches, are key to the café's unique character. Prayers are shared by the staff before the Café opens each day – sometimes others join us, as well.

The Well Counselling continues to be a practical outworking of our Christian faith, as an integral part of The Lyttelton Well, and serves the needs of many who can neither afford private counselling, nor adequately access services elsewhere.

We maintain our contacts with Churches Together in Malvern, with representatives from several member churches taking positions as Trustees of Lyttelton Well.

We are also a collection point for second hand Christian books. We provide many boxes per year to the Christian Book Aid charity, who distribute Bibles and Christian books for the advancement of Christianity, and educational purposes both in the UK and abroad, mainly in Africa.

The relief of poverty, sickness and distress

The counselling service provides a discounted, skilled, and professional service to those in need of help for various reasons including anxiety, bereavement, stress, relationships and many other issues.

As noted above, the café also provides relief to many people, including members of the local community who are lonely or troubled, as it is a place where they can be sure of a warm, friendly welcome. The chaplaincy team maintain a friendly and helpful presence in the café, interacting with customers and offering support to staff and volunteers.

During 2023 we have maintained an active partnership with the Malvern Hills Foodbank, for whom we act as a collection and distribution point. Foodbank volunteers now work with us on site to enable this service.

We also provide rooms free of charge on an occasional basis to some groups where there is a direct link to our charitable objectives.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

The relief and rehabilitation of the mentally ill and of disabled persons

The café and bookshop are staffed primarily by about 80 skilled and passionate volunteers, without whom we could not continue to exist, and these volunteers give the Lyttelton Well a great diversity that is rarely seen in other similar establishments. Each café and bookshop shift has its own unique character and provides something different.

Through volunteering and employment, we are able to provide a friendly environment to allow members of our community to participate actively and successfully in society and can also help people to rehabilitate their lives and return to an active role in society, with work at the Well as an early step.

During 2023, we have continued to work with Bridge Training and Development to provide regular work experience in the café. Further, we are able to indirectly satisfy this objective by providing the space in the Lyttelton Rooms to a number of charities and groups who directly work in the fields of mental illness and disability support.

The relief of the aged

The café continues to be a favourite in Malvern for older people, while providing a welcoming environment for people of all ages. Additionally, we again provide indirect relief through the provision of our rooms for exercise classes for the active elderly, and other similar groups.

The promotion of charitable work of the Churches in Malvern

The Lyttelton Well works closely with Churches Together in Malvern. Additionally, we provide the rooms to our member churches for use as needed, advertise events in our noticeboards throughout the complex, and promote associated events through the Events Calendar on our website.

The rooms are utilised each year for Lifepath Malvern and separately for the Chernobyl Children's Life-Line which are both operated by a Malvern-wide group of churches.

Financial review

During the year incoming resources totalled £265,735 (2022 – £291,742) and resources expended amounted to £286,409 (2022 - £296,098), leaving a deficit for the year of £20,674 (2022 - deficit of £4,356). This leaves a total reserves figure at 31 December 2023 of £455,217 (2022 - £475,891) of which £81,026 are unrestricted funds (2022 – £114,331), £17,578 are restricted funds (2022 - £4,947) and £356,613 are endowment funds (2022 - £356,613).

Reserves policy

It is the policy of the Charity that funds which have not been received as restricted for a specific use should be maintained at a level equivalent of between three and six months' of fixed costs. Current unrestricted reserves excluding tangible fixed assets are approximately £63,000.

A. Lyttelton Well (ex TWC)

1. Fixed Costs ("FC"). In the event that all operations and sources of income cease it is estimated that ongoing monthly FC will be £12,750. The current level of reserves will cover 4.9 months of FC.
2. Continued limited operation. On the basis that the café and bookshops continue to operate but other sources of income (lettings and donations) cease, then it is estimated that current reserves are sufficient for 9 months.

B. The Well Counselling ("TWC")

Current cash reserves restricted for TWC use are approximately £11,300. Some of these are grants further restricted to TWC salary use only, however in the event that all other income other than fees cease, TWC can continue to fully operate for at least a further 12 months.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

Principal Funding Sources

The Café. The café produced surplus of £34,780 (2022: surplus of £26,831) after cost of sales and directly attributable salaries. After allocating support costs, governance costs and depreciation, the café produced a surplus of £2,890 (2022: surplus of £3,445).

The Bookshop. the bookshop produced a deficit of £5,091 (2022: a deficit of £4,637) after cost of sales and directly attributable salaries. After allocating support costs, governance costs and depreciation, bookshop produced a deficit of £21,803 (2022: a deficit of £16,487).

Rooms. Letting income from the Lyttelton Rooms in 2023 was £28,839 (2022: £23,988). After allocation of support costs, governance costs and depreciation, the lettings function contributed a deficit of £4,829 (2022: a deficit of £490).

Well Counselling. Counselling income (Restricted) was £23,202 (2022: £21,402). This resulted in a deficit after direct expenses of £7,298 (2022: a deficit of £9,537). After accounting for allocations of support costs, governance costs and depreciation, the counselling department contributed a total deficit of £19,796 (2022: a deficit of £19,171). During 2022, counselling department income benefitted from a grant of £500 from Malvern Town Council

Unrestricted donations. Unrestricted donations were £25,721 (2022: £25,274).

Governance and support expenses

Allocable governance and support expenses incurred in the year were £93,332 compared to £69,787 in 2022.

Reserves cash and investment policy

The charity has continued to take a prudent and low risk approach to our valuable cash reserves. In the current uncertain climate this is seen as particularly important and consequently all reserves are held in cash deposits.

It has been the policy of Trustees to ring-fence £60,000 of reserves for access only with the agreement of the Executive Committee. The balance is used to fund working capital fluctuations throughout the year. Over the last 12 months permission has been given to draw down £10,000 of these reserves to meet the increased working capital requirement.

A separate bank account is maintained for funds restricted for counselling use.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

Plans for the future

The Trustees consider the charity's ongoing needs at each of their meetings, which are held every two months. In 2022 an Executive Committee was set up consisting of both Trustees and key management which meets monthly to provide leadership on more pressing operational issues. This forum has been particularly useful over the period of management changes, meeting more frequently as necessary to address issues as they have arisen. As has been noted in the Chairman's Report, the Well is in the process of undergoing significant change, and there will be challenges ahead as we explore new opportunities to take Lyttelton Well forward into a new season. Some of these challenges and opportunities are noted below:

- a. **The bookshop.** The bookshop has a key role in fulfilling the Charity's aims and objectives, but we have to acknowledge that it has to adjust to the times. Significant progress has been made in re-establishing the bookshop downstairs in the main building by rearranging café tables. Sales have continued every month this year, and we shall be looking at how we can sell good and excellent pre-used Christian books at attractive prices, whilst maintaining a basic new stock, and card and small gift sales.
- a. **Links with member churches.** In recent years the relationship between the Well and its founder churches has not been as strong as it might be. However, Simon Kemp (Charity Development Leader) has taken opportunities to refresh these relationships and over the coming year we shall be prioritizing working with church leaders to ensure that we are doing those things which complement and assist in their ministry.
- a. **Resources.** Whilst the Café makes a modest profit, the Charity continues to rely on donations as well as a supply of volunteers to support its operation. Rising costs of employment, spike in fuel prices as well as general inflationary costs have put increasing pressure on our finances and Trustees are aware of the need to diversify income streams without compromising the Well's charitable activities. We see the way forward as careful reduction and control of costs and then, with our partners, identifying areas of ministry which by virtue of community benefit open opportunity to attract trust funding. We constantly remember, however, that discerning and following the Holy Spirit's leading is of absolutely prime importance and is our *raison d'être*.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

Structure, governance and management

The charity, incorporated on 31st October 1990, is a company limited by guarantee governed by its memorandum and articles of association.

The company is a registered charity. There is an endowment fund that reflects the Lyttelton Well buildings that will revert to the Diocese on vacation.

The Board of Trustees (directors) is appointed by the members in general meeting.

The Board of Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

The Board of Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

P Robinson JP

K A Beecroft

C D Boulton

R H Fletcher

(Resigned 13 February 2024)

K A Horwood

(Resigned 21 August 2023)

P C Hutchinson

R M Rowswell

Revd J Saunders

(Resigned 2 April 2024)

Dr M Harper

Dr G W Pooler

R Weatherill

None of the Board of Trustees has any beneficial interest in the company. All of the Board of Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The members govern the general policy of the Company. The Board of Trustees directs the the charitable company's affairs in such a way to promote its objects. The Executive Committee comprising of both management and appointees for the Trustee Board is responsible for overseeing the operational implementation of the Board's policies and responding to short term issues as they arise. The managers are responsible for the day-to-day matters of the charity.

There are no specific restrictions imposed by the governing document concerning the way the charity can operate.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

Recruitment and Appointment of Board of Trustees

A list of necessary business, governance, counselling and outreach skills is maintained and reviewed regularly as part of the annual risk assessment.

Individual Trustee responsibilities are identified and allocated based on each member's particular skills. Where the necessary mix of skills is found to be lacking, for example due to retirements, appropriately qualified individuals are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most new Trustees (directors) are already familiar with particular aspects of the practical work of the charity as volunteers and/or company members.

Additionally, the chairman of the Board of Trustees briefs each new Trustee on the legal obligations of the Board of Trustees (directors), the main documents which set out the operation framework of the charity, the current financial position and the charity's future plans and objectives. To supplement this induction, new Trustees are provided with a copy of the Charity Commission's publication "The Essential Trustee", as well as a copy of Memorandum and Articles of Association and the latest financial statements.

Risk Management

The risk management plan identifies area of risk and where appropriate establishes systems and procedures to mitigate major risks to which the charity is exposed.

The charity's strategic plan is reviewed annually to ensure there is sufficient diversification of activities and funding. Internal control risks are minimized by the implementation of procedures for authorization of all transactions and projects.

The charity has procedures in place to ensure compliance with health and safety legislation affecting staff, customers and visitors. These procedures are reviewed annually. The charity has a policy for the protection of children and vulnerable adults. This policy is reviewed annually.

Asset cover for funds

Note 24 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Auditor

In accordance with the company's articles, a resolution proposing that Kendall Wadley LLP be reappointed as auditor of the company will be put at a General Meeting.


Dr M Harper

Trustee

Dated: 16 May 2024

THE LYTTTELTON WELL LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees, who are also the directors of The Lyttelton Well Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Board of Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 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 and other irregularities.

THE LYTTTELTON WELL LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

I report to the Board of Trustees on my examination of the financial statements of The Lyttelton Well Limited (the Charity) for the year ended 31 December 2023, which are set out on pages 11 to 31.

Responsibilities and basis of report

As the Board of Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

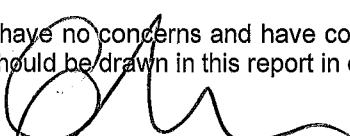
Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Elizabeth Needham ACA CTA (VAT)
Kendall Wadley LLP

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Dated: 16 May 2024

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

Current financial year

		Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Total 2022 £
	Notes					
<u>Income and endowments from:</u>						
Voluntary income	2	25,721	22,762	-	48,483	45,138
Charitable activities	3	16,927	-	-	16,927	48,281
Other trading activities	4	198,688	440	-	199,128	194,003
Investment income	5	1,197	-	-	1,197	320
Other income	6	-	-	-	-	4,000
Total income		242,533	23,202	-	265,735	291,742
<u>Expenditure on:</u>						
Raising funds	7	204,681	-	-	204,681	190,754
Charitable activities	8	71,157	10,571	-	81,728	105,344
Total resources expended		275,838	10,571	-	286,409	296,098
Net (expenditure)/income for the year/ Net movement in funds		(33,305)	12,631	-	(20,674)	(4,356)
Fund balances at 1 January 2023		114,331	4,947	356,613	475,891	480,247
Fund balances at 31 December 2023		81,026	17,578	356,613	455,217	475,891

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

Prior financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
	Notes				
<u>Income and endowments from:</u>					
Voluntary income	2	25,274	19,864	-	45,138
Charitable activities	3	48,281	-	-	48,281
Other trading activities	4	192,465	1,538	-	194,003
Investment income	5	320	-	-	320
Other income	6	4,000	-	-	4,000
Total income		270,340	21,402	-	291,742
<u>Expenditure on:</u>					
Raising funds	7	190,754	-	-	190,754
Charitable activities	8	82,698	22,646	-	105,344
Total resources expended		273,452	22,646	-	296,098
Gross transfers between funds		(1,214)	1,214	-	-
Net (expenditure)/income for the year/ Net movement in funds		(4,326)	(30)	-	(4,356)
Fund balances at 1 January 2022		118,657	4,977	356,613	480,247
Fund balances at 31 December 2022		114,331	4,947	356,613	475,891

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	17		373,989		378,671
Current assets					
Stocks	18	13,124		13,218	
Debtors	19	5,513		8,595	
Cash at bank and in hand		81,795		95,271	
		<u>100,432</u>		<u>117,084</u>	
Creditors: amounts falling due within one year	20	<u>(19,204)</u>		<u>(19,864)</u>	
Net current assets			81,228		97,220
Total assets less current liabilities			<u>455,217</u>		<u>475,891</u>
Capital funds					
Endowment funds	21		356,613		356,613
Income funds					
Restricted funds	22		17,578		4,947
Unrestricted funds			81,026		114,331
			<u>455,217</u>		<u>475,891</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The Board of Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board Of Trustees on 16 May 2024


Dr M Harper
Trustee

Company Registration No. 02553905

THE LYTTTELTON WELL LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	26		(12,752)		590
Investing activities					
Purchase of tangible fixed assets		(1,921)		(1,370)	
Interest received		1,197		320	
Net cash used in investing activities			(724)		(1,050)
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(13,476)		(460)
Cash and cash equivalents at beginning of year			95,271		95,731
Cash and cash equivalents at end of year			81,795		95,271

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

The Lyttelton Well Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Church Street, Malvern, Worcestershire, WR14 2AY.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, the leasehold property being carried at deemed value upon endowment to the charity (Note 15). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Board of Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Board of Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Board of Trustees in furtherance of their charitable objectives.

Restricted funds represent funds received by the charity that have been given for a specific purpose imposed by the donor.

Endowed funds represent the value of buildings gifted by the Diocese on commencement of the charity.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income is recognised as an incoming resource when receivable, except insofar as when it is incapable of financial measurement.

Activities for generating funds income is recognised on receipt as this is when it becomes measurable.

Investment income is included in the SOFA in the year in which it is receivable.

Legacies are recognised when there is reasonable probability that the bequest will be received.

Government grants are recognised as an incoming resource when receivable.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The Charity is registered for VAT and accordingly expenditure is shown net of recoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold property	not applicable
Plant and machinery	over 5 to 20 years as appropriate on cost
Fixtures, fittings & equipment	over 5 to 10 years as appropriate on cost
Office machinery	over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charitable company operates a defined contribution pension scheme for eligible employees. The assets of the scheme will be held separately from those of the company in an independently administered fund. The pension cost charge represents contributions that are payable to the fund and amounted to £4,655 (2022 - £4,851). At the year end pension contributions outstanding and included in other creditors amounted to £nil (2022 - £nil).

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

2 Voluntary income

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Donations and gifts	25,721	22,762	48,483	45,138
For the year ended 31 December 2022	25,274	19,864		45,138

3 Charitable activities

	2023 £	2022 £
Bookshop income	16,927	48,281

For the year ended 31 December 2022

	2022 £
Bookshop income	48,281
Analysis by fund Unrestricted funds	48,281

4 Income from other trading activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fundraising events	1,000	440	1,440	3,355	1,538	4,893
Café	168,849	-	168,849	165,122	-	165,122
Room letting income	28,839	-	28,839	23,988	-	23,988
Other trading activities	198,688	440	199,128	192,465	1,538	194,003

During the year, Great Malvern Priory contributed £7,200 (2022 - £7,200) towards the running costs of the Lyttelton Rooms under the joint Operating Agreement with the charity for use of the that building, of which £nil (2022 - £Nil) was restricted to the Rooms Maintenance Fund.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

5 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	<u>1,197</u>	<u>320</u>

6 Other income

	Total 2023 £	Unrestricted funds 2022 £
Government grants & JRS scheme	<u>-</u>	<u>4,000</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

7 Raising funds

	2023	2022
	£	£
<u>Fundraising and publicity</u>		
Fundraising events	684	1,890
<u>Costs of trading</u>		
Café - direct cost of goods sold	50,656	54,520
Staff costs	87,782	86,480
Depreciation and impairment	6,007	3,216
Costs of trading	144,445	144,216
Share of support and governance costs	59,552	44,648
	204,681	190,754

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

8 Charitable activities

	The Well Counselling	Community Support	Outreach and foodbank	Bookshop	Total 2023	Total 2022
	£	£	£	£	£	£
Staff costs	18,498	-	-	14,084	32,582	42,442
Depreciation and impairment	485	-	-	112	597	276
Direct expenses	5,548	-	-	-	5,548	5,298
Direct expenses - provision of facilities	-	20	-	-	20	-
Outreach costs	-	-	265	-	265	1,857
Sundry expenses	933	-	-	-	933	1,269
Cost of goods sold	-	-	-	7,164	7,164	28,064
IT costs	180	-	-	659	839	999
	<u>25,644</u>	<u>20</u>	<u>265</u>	<u>22,019</u>	<u>47,948</u>	<u>80,205</u>
Share of support costs (see note 10)	11,794	-	4,571	14,951	31,316	23,846
Share of governance costs (see note 10)	704	-	-	1,760	2,464	1,293
	<u>38,142</u>	<u>20</u>	<u>4,836</u>	<u>38,730</u>	<u>81,728</u>	<u>105,344</u>
Analysis by fund						
Unrestricted funds	27,836	20	4,571	38,730	71,157	
Restricted funds	10,306	-	265	-	10,571	
	<u>38,142</u>	<u>20</u>	<u>4,836</u>	<u>38,730</u>	<u>81,728</u>	

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

8 Charitable activities

(Continued)

For the year ended 31 December 2022

Unrestricted funds	14,274	-	3,654	64,770	82,698
Restricted funds	20,789	-	1,857	-	22,646
	<u>35,063</u>	<u>-</u>	<u>5,511</u>	<u>64,770</u>	<u>105,344</u>

9 Description of charitable activities

The Well Counselling

The Well Counselling is a long-established counselling service based in the centre of Great Malvern. We provide a safe, confidential place to explore issues which cause distress or difficulty.

Community Support

A chaplaincy service offers prayer and support to those who ask.

Outreach and foodbank

The Lyttelton Well is a collection and distribution centre for the Malvern Hills Foodbank.

Provision of facilities

The Lyttelton Rooms provide a venue for a variety of community related activities.

Bookshop

The provision of faith education through the operation of a bookshop to promote the advancement of Christian religion.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

10 Support costs

	Support costs	Governance costs	2023	2022	Basis of allocation
	£	£	£	£	
Staff costs	36,426	-	36,426	30,476	Activity
Insurance	5,064	-	5,064	4,072	Activity
Light and heat	13,285	-	13,285	9,120	Activity
Repairs and maintenance	5,130	-	5,130	3,666	Activity
Rates	1,875	-	1,875	2,756	Activity
Cleaning, health and safety	10,854	-	10,854	7,048	Activity
Office and communications costs	2,771	-	2,771	2,037	Activity
Volunteer costs	90	-	90	149	Activity
Bank charges	3,713	-	3,713	4,275	Activity
Computer expenses	6,253	-	6,253	2,259	Activity
General expenses	832	-	832	235	Activity
Audit fees	-	4,372	4,372	2,931	Governance
Legal and professional	-	2,668	2,668	53	Governance
Other governance costs	-	-	-	710	Governance
	<u>86,292</u>	<u>7,040</u>	<u>93,332</u>	<u>69,787</u>	
Analysed between					
Trading	54,976	4,576	59,552	44,648	
Charitable activities	31,316	2,464	33,780	25,139	
	<u>86,292</u>	<u>7,040</u>	<u>93,332</u>	<u>69,787</u>	

11 Raising funds - support and governance costs by activity

	Café	2023 Lettings	Café	2022 Lettings
	£	£	£	£
Depreciation	2,226	3,781	1,288	1,928
Support costs	27,200	27,776	20,805	21,442
Governance costs	2,464	2,112	1,293	1,108
	<u>31,890</u>	<u>33,669</u>	<u>23,386</u>	<u>24,478</u>

12 Taxation

The charity is exempt from taxation on certain of its activities because the income is applied for charitable purposes.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

13 Net movement in funds	2023	2022
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	4,372	2,931
Depreciation of owned tangible fixed assets	3,732	3,492
Loss on disposal of tangible fixed assets	2,872	-
	<u> </u>	<u> </u>

14 Employees

Number of employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Management	3	3
Staff	17	18
	<u> </u>	<u> </u>
	20	21
	<u> </u>	<u> </u>

Employment costs

	2023	2022
	£	£
Wages and salaries	148,284	152,554
Social security costs	3,851	1,993
Other pension costs	4,655	4,851
	<u> </u>	<u> </u>
	156,790	159,398
	<u> </u>	<u> </u>

Included in the above are fees of £21,930 (2022: £14,171) paid for the provision of counselling services.

The average number of paid staff on a full time equivalent basis during the year was 6 (2022: 6)

There were no employees whose annual remuneration was £60,000 or more.

15 Board Of Trustees

None of the Board of Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

No (2022- one) trustee was reimbursed expenses of (2022 - £76) during the year.

R Weatherill is also a trustee off Great Malvern Priory, transactions with that entity are as disclosed in note 4.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

16 Retirement benefit schemes

	2023 £	2022 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	4,655	4,851

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

17 Tangible fixed assets

	Leasehold property £	Plant and machinery £	Fixtures, fittings & equipment £	Office machinery £	Total £
Cost					
At 1 January 2023	356,613	33,200	54,135	8,639	452,587
Additions	-	-	83	1,838	1,921
Disposals	-	(2,099)	(3,276)	(728)	(6,103)
At 31 December 2023	356,613	31,101	50,942	9,749	448,405
Depreciation and impairment					
At 1 January 2023	-	17,689	48,019	8,208	73,916
Depreciation charged in the year	-	1,966	1,275	491	3,732
Eliminated in respect of disposals	-	(1,348)	(1,347)	(537)	(3,232)
At 31 December 2023	-	18,307	47,947	8,162	74,416
Carrying amount					
At 31 December 2023	356,613	12,794	2,995	1,587	373,989
At 31 December 2022	356,613	15,511	6,116	431	378,671

18 Stocks

	2023 £	2022 £
Book stock	10,425	10,849
Café and other stocks	2,699	2,369
	13,124	13,218

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

19 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	2,022	4,971
Other debtors	1,220	1,423
Prepayments and accrued income	2,271	2,201
	<u>5,513</u>	<u>8,595</u>

20 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	7,645	10,506
Other creditors	9,013	5,590
Accruals and deferred income	2,546	3,768
	<u>19,204</u>	<u>19,864</u>

THE LYTTLETON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

21 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity.

Balance at 1 January 2022	Movement in funds				Movement in funds				Balance at 31 December 2023	
	Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 1 January 2023	Incoming resources	Resources expended	Transfers		Investments gains/losses
£	£	£	£	£	£	£	£	£	£	
Permanent endowments										
Capital fund	356,613	-	-	-	356,613	-	-	-	-	356,613
356,613	-	-	-	-	356,613	-	-	-	-	356,613

The capital fund reflects deemed value of The Lyttelton Well buildings gifted upon commencement that will revert to the Diocese on vacation.

THE LYTTLETON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

22 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	Balance at 1 January 2022	Movement in funds			Transfers	Balance at 1 January 2023	Movement in funds			Resources expended	Incoming resources	Balance at 31 December 2023
		£	£	£			£	£	£			
Well counselling service fund	-	15,609	(20,789)	5,180	-	-	21,616	(10,306)	11,310			
Counselling bursary	100	-	-	-	100	9	-	-	100			
Marriage courses fund	9	-	-	-	-	9	-	-	9			
Outreach food bank fund	30	5,793	(1,857)	(3,966)	-	-	1,586	(265)	1,321			
Rooms maintenance fund	4,838	-	-	-	4,838	-	-	-	4,838			
	4,977	21,402	(22,646)	1,214	4,947	23,202	(10,571)	17,578				

Transfers

In the prior year, a transfer of £5,180 has been made from unrestricted funds to restricted funds to cover the resultant deficit on the Counselling Fund. The transfer of £3,966 shown on the Outreach food bank fund represents the transfer of costs in respect of management time spent in administering the project.

Description of funds

Well counselling service - This fund represents money received through donations in support of the counselling service and a grant for counselling.

Counselling bursary - funds received to enable bursaries for individual training to be awarded.

Marriage courses fund - This fund represents money received through donations to assist in the cost of providing marriage counselling.

Outreach food bank fund - This fund represents money received in support of a food bank serving the local area.

Rooms maintenance fund - This fund represents money received from the Great Malvern Priory and is matched by The Lyttelton Well Limited for the maintenance of the rooms.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

23 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
General funds	114,331	242,533	(275,838)	-	81,026
	<u>114,331</u>	<u>242,533</u>	<u>(275,838)</u>	<u>-</u>	<u>81,026</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	Transfers	At 31 December 2022
	£	£	£	£	£
General funds	118,657	270,340	(273,452)	(1,214)	114,331
	<u>118,657</u>	<u>270,340</u>	<u>(273,452)</u>	<u>(1,214)</u>	<u>114,331</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

24	Analysis of net assets between funds	Unrestricted funds		Restricted funds		Endowment funds		Total		Unrestricted funds		Restricted funds		Endowment funds		Total	
		2023	£	2023	£	2023	£	2023	£	2022	£	2022	£	2022	£	2022	£
	Fund balances at 31 December 2023 are represented by:																
	Tangible assets	17,376		-		356,613		373,989		22,058		-		356,613		378,671	
	Current assets/(liabilities)	63,650		17,578		-		81,228		92,273		4,947		-		97,220	
		81,026		17,578		356,613		455,217		114,331		4,947		356,613		475,891	

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

25 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2023 £	2022 £
Aggregate compensation	65,957	71,967

26 Cash generated from operations

	2023 £	2022 £
Deficit for the year	(20,674)	(4,356)
Adjustments for:		
Investment income recognised in statement of financial activities	(1,197)	(320)
Depreciation and impairment of tangible fixed assets	6,604	3,492
Movements in working capital:		
Decrease in stocks	95	559
Decrease/(increase) in debtors	3,082	(2,032)
(Decrease)/increase in creditors	(662)	3,247
Cash (absorbed by)/generated from operations	(12,752)	590

THE LYTTTELTON WELL LIMITED

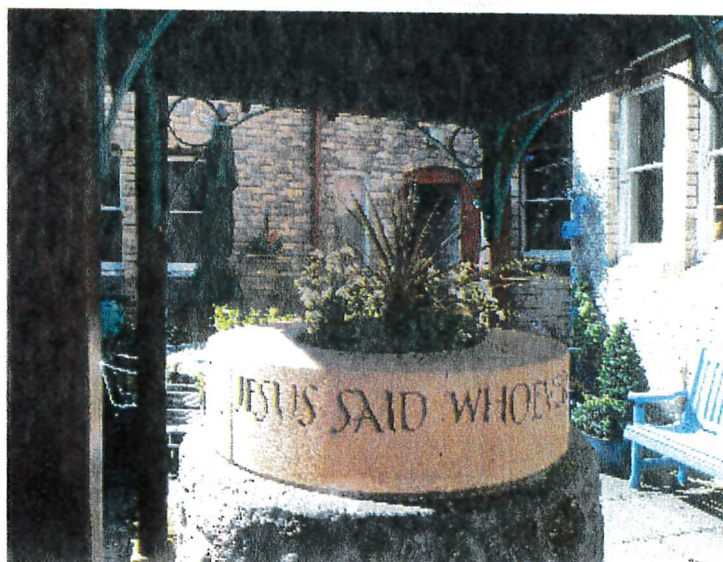
England & Wales - Charity number 1001139

Accounts

Charity Registration No. 1001139

Company Registration No. 02553905 (England and Wales)

THE LYTTTELTON WELL LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022



THE LYTTTELTON WELL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Board Of Trustees	P Robinson JP K A Beecroft C D Boulton R H Fletcher K A Horwood P C Hutchinson R M Rowswell Revd J Saunders Dr M Harper Dr G W Pooler R Weatherill
Charity number	1001139
Company number	02553905
Registered office	Church Street Malvern Worcestershire WR14 2AY
Auditor	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS
Bankers	CAF Bank 25 Kings Hill West Malling Kent ME19 4JQ
Solicitors	Whatley Recordon 12 Worcester Road Malvern Worcestershire WR14 4QU

THE LYTTTELTON WELL LIMITED

CONTENTS

	Page
Foreword from the Chair	1
Board of Trustees' Report	2 - 8
Statement of Trustees' responsibilities	9
Independent auditor's report	10 - 12
Statement of financial activities	13 - 14
Balance sheet	15
Statement of cash flows	16
Notes to the accounts	17 - 33

THE LYTTTELTON WELL LIMITED

FOREWORD FROM THE CHAIR

FOR THE YEAR ENDED 31 DECEMBER 2022

Overall, it has been quite a turbulent year for the Lyttelton Well - frightening and exciting all at the same time! I trust this report will both paint the picture, and point to the future with hope.

As 2022 closed, The Well Counselling urgently needed their suite of rooms back to enable full resumption of a face-to-face counselling service. But, sadly, there was no obvious home for the Bookshop, which had temporarily taken over the counselling suite during the pandemic; bookshop activity therefore had to be restricted to fulfilling orders from churches and individuals. But we are pleased to say that a modest retail outlet *is* opening above the cafe in April 2023.

Then, in late 2022, two of our managers, Matthew Jordan and John Berry, gave notice of their intention to step down from the Well in early 2023, this after many years of faithful and dedicated service. Doreen, cafe manager, then also decided to move on. We greatly miss their diligence and their expertise, and wish them every blessing for their future. We have now recruited Sheila Joyce, as Accounts and Administration Manager, and Simon Kemp, as Charity Development Leader, and we welcome them warmly. However, the management overlap required for an easy transition was not possible; indeed, we were left with a hiatus - which was necessarily filled by short term appointments (for which we are grateful) - and by trustee input. Trustees now know a lot more about the day to day running of Lyttelton Well than they did before!

In addition to these changes, Kate Hill, who led The Well Counselling for years, gave notice in 2022 and has now retired; we are so grateful for her years of wise, competent and sensitive leadership. We welcome Jo Sessford (who has worked for us as a Volunteer Counsellor for some time) to take forward the role of Clinical Lead, as one of three senior lead counsellors, and warmly welcome her.

How do we view such change? When I worked as Medical Director at St Richard's Hospice, our CEO retired. I commented to the Chairman that he leaves big shoes to fill. "No no, my boy," said the Chairman, "it's a new day with new opportunities." I have never forgotten it, and though we shall greatly miss those who are leaving us, we look forward to the future with real optimism. We sense the Lord's hand in it all; we truly believe that in the Lord "it's a new day with new opportunities."

Despite the whirlwind of change, the work of Lyttelton Well is in good heart. The Coffee Shop had a very good year in 2022, and continues to be busy, serving excellent light refreshments; this together with its trademark gently Christian welcome ensures its popularity. The Bookshop provided an appreciated service in 2022; looking into the future, though its new physical position is not ideal, it will continue to provide a service for orders (discounts for bulk orders usually available), retail sales of new and excellent used books, and attractive gifts; and we shall think creatively how it may develop in the future. Use of the Lyttelton Rooms picked up in 2022 as the pandemic receded, and, as a town centre facility, continues to provide a valued service; and demand for the service provided by the Well Counselling only increases; and it is a popular placement for senior trainee counsellors.

Every organisation has to re-evaluate both its directions and its modus operandi if it is to move forward fruitfully. The seven words of any declining organisation are "we've always done it this way before." Lyttelton Well is built on the firm foundation of Jesus Christ. But we have to take stock of societal *and* circumstantial changes, and that's exactly what we will be doing. The management team's task into the future is two-fold; to manage the business aspects of the ministry well, always looking to simplify and streamline what we do; and to look and listen for new and appropriate ways of serving appropriate to the times; so that in Christ's name we serve well, doing the right things at the right time in the right way, always reflecting the Kingdom of God and shewing forth the love of Christ. An elderly pastor's wife, who shared our home after she was widowed, told us she used to occasionally blow a kiss at her husband when he was preaching. Everyone thought, oh! - how sweet! But the coded message was "Keep It Simple Stupid". And there's good business sense there. Keep things as simple as possible; concentrate on core message.

A final thought. Lyttelton Well is an inter-church united family; we work together, and we do it facing outwards, with Christ at the centre; not as a holy huddle. Crucially, we believe the need for a "Christian presence on the High Street" has never been greater; people need to see something of the Kingdom of God and the love of Christ even more in this increasingly secular age. And we must courageously reflect that.

From the bottom of our hearts we thank our staff for their dedication, competence and diligence, and of course we also thank our many volunteers for all their hard work in so many areas - from professional volunteer counsellors to washers-up (of which I am the least) and all points in between - we couldn't do without them! And we thank the wider Lyttelton Well family for their great encouragement and support. Thank you.

Dr Michael Harper
Chair of Trustees

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

The Board of Trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The Charity's objectives as set out in the Memorandum of Association are

- i) the advancement of the Christian religion by spreading the Gospel of Jesus Christ;
- ii) the relief of poverty, sickness and distress;
- iii) the relief and rehabilitation of the mentally ill and of disabled persons;
- iv) the relief of the aged;
- v) the promotion of charitable work of churches in Malvern.

In furtherance of these objectives the charitable company operates retail outlets, hires out premises, provides philanthropic services of care for the disadvantaged, and follows other policies as laid down in the Memorandum of Association. There has been no change in these objectives during the year.

As a charity The Lyttelton Well Limited provides a public benefit to the local community by operating the Counselling Service which continues to deal with a large number of clients and has an ongoing programme of training to ensure the counsellors maintain the standards required by the profession. This important service continues to be funded by The Lyttelton Well Limited and through restricted donations.

The Board of Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

Fulfilling our charitable objectives

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcome of our work in the previous twelve months. The review looks at the success of each key activity and how the work in those activities has helped us to further our charitable objectives. The results of this review are set out in this report.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

The advancement of the Christian religion by spreading the Gospel of Jesus Christ

The bookshop was able to remain in the Lyttelton Rooms in the Priory grounds for the whole of 2022 due to The Well Counselling continuing its operations online to ensure Covid-safe meetings. It has been a welcoming location for passers-by in the church yard, offering help to those with questions about life, faith, belief and spirituality, as well as providing an ordering service to local churches.

In the café, we offer a welcoming environment of compassion and service, where all comers, including those who are lonely or troubled in various ways, can feel comfortable and at home. In addition, we host many visitors to Malvern; the relocation of the Malvern Tourist Information Centre next door has also added to our foot fall. Our volunteers and staff, from over 20 churches, are key to the café's unique character. The location of the bookshop in the Lyttelton Rooms has permitted expansion of the seating space to cover the whole of the ground floor of the new building enabling a safe and spacious environment to help visitors feel comfortable in the near post-Covid environment. Prayers are shared by the staff before the Café opens each day.

Our counselling service, The Well Counselling, where all qualified counsellors are Christians, provides a practical outworking of our faith, and in doing so also positively advertises Christianity as a faith in the local community. Our counsellors and clients have adapted well to operating online, although both have been looking forward to resuming face to face meetings in the Lyttelton Rooms counselling suite.

Some of the other activities we would typically take part in were curtailed during the pandemic, but new opportunities also arose such as a very successful bookstall at a Christian event in Evesham. Prayer groups in the Lyttelton Rooms resumed during the course of the year.

We maintain our contacts with Churches Together in Malvern, with representatives from many member churches taking positions as Trustees of Lyttelton Well.

We are also a collection point for second hand Christian books. We provide over 100 boxes per year to the Christian Book Aid charity, who distribute Bibles and Christian books for the advancement of Christianity, educational purposes and the relief of suffering both in the UK and abroad, mainly in Africa.

At the end of 2022 we participated as usual as a collection point for Samaritan's Purse Operation 'Christmas Child'.

We also maintain a periodic community newsletter to keep in touch with our volunteers as well as the wider church community. The newsletter has a distribution of over 200 people including both Christian and non-Christian.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

The relief of poverty, sickness and distress

The counselling service provides a discounted, skilled, and professional service to those in need of help for various reasons including anxiety, bereavement, stress, relationships and many other issues. In addition to the counselling service, we have a chaplaincy service which offers Christian pastoral care by several volunteers, many with a pastoral background, including former ministers from various denominations. Because our counselling service is not available at short notice, the chaplaincy team can often provide a valuable service when people arrive on our premises in a distressed state and would like someone to talk to at short notice. Additionally, as there is a chaplaincy member on site almost every morning, we have many beneficial conversations with members of the public on an informal basis, as well as to offer support to staff and volunteers.

As noted above, the café also provides relief to many people, including members of the local community who are lonely or troubled as it is a place where they can be sure of a warm, friendly welcome.

During 2022 we have continued our very active partnership with the Malvern Hills Foodbank, for whom we act as collection and distribution point.

We also provide rooms free of charge on an occasional basis to some groups where there is a direct link to our charitable objectives.

The relief and rehabilitation of the mentally ill and of disabled persons

The café and bookshop are staffed primarily by about 100 skilled and passionate volunteers, without whom we could not continue to exist, and these volunteers give the Lyttelton Well a great diversity that is rarely seen in other similar establishments. Each café and bookshop shift has its own unique character and provides something different.

Through volunteering and employment, we are able to provide a friendly environment to allow members of our community to participate actively and successfully in society and can also help people to rehabilitate their lives and return to an active role in society, with work at the Well as an early step.

During 2022, we have continued to work with Bridge Training and Development to provide regular work experience in the café. Further, we are able to indirectly satisfy this objective by providing the space in the Lyttelton Rooms to a number of charities and groups who directly work in the fields of mental illness and disability support.

The relief of the aged

The café continues to be a favourite in Malvern for older people, while providing a welcoming environment for people of all ages. Additionally, we again provide indirect relief through the provision of our rooms for exercise classes for the active elderly, and other similar groups.

The promotion of charitable work of the Churches in Malvern

The Lyttelton Well works closely with Churches Together in Malvern. Additionally, we provide the rooms to our member churches for use as needed, advertise events in our noticeboards throughout the complex, and promote associated events through the Events Calendar on our website.

Our newsletter also gives all our member churches a platform to connect to other members of our community. The rooms are provided each year in the support of Lifepath Malvern and separately to the Chernobyl Children's Life-Line which are both operated by a Malvern-wide group of churches.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

Financial review

During the year incoming resources totalled £291,742 (2021 – £260,804) and resources expended amounted to £296,098 (2021 – £252,691), leaving a deficit for the year of £4,356 (2021 – surplus of £8,113). This leaves a total reserves figure at 31 December 2022 of £475,891 (2021 – £480,247) of which £114,331 are unrestricted funds (2021 – £118,657), £4,947 are restricted funds (2021 – £4,977) and £356,613 are endowment funds (2021 – £356,613).

Reserves policy

It is the policy of the Charity that funds which have not been received as restricted for a specific use should be maintained at a level equivalent of between three and six months' expenditure. The Trustees of the Charity consider that reserves at this level will ensure that, in the event of a significant drop in funding or unexpectedly large expense, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

Budgeted expenses, including bookshop and café cost of sales, for the financial year 2023 are estimated at £271,316. On this basis, reserves of between £67,829 and £135,658 are required.

Immediately liquid assets of current assets less stock less current liabilities amount to £86,371 at the end of the year. If bookshop stock, which is designated as a current asset, but is slow-moving by its nature, is included, the resulting total net current assets figure is £97,220.

Principal Funding Sources

The Café. The café produced surplus of £24,122 (2021: deficit of £8,950) after cost of sales and directly attributable salaries. After allocating support costs, governance costs and depreciation, the café produced a surplus of £736 (2021: deficit of £28,453)

The Bookshop. the bookshop produced a deficit of £4,638 (2021: a deficit of £8,049) after cost of sales and directly attributable salaries. After allocating support costs, governance costs and depreciation, bookshop produced a deficit of £16,489 (2021: a deficit of £17,477).

Rooms. Letting income from the Lyttelton Rooms in 2022 was £23,988 (2021: £12,461). After allocation of support costs, governance costs and depreciation, the lettings function contributed a deficit of £490 (2021: a deficit of £16,568).

Well Counselling. Counselling income (Restricted) was £15,609 (2021: £20,008). This resulted in a deficit after direct expenses of £9,820 (2021: a deficit of £8,284). After accounting for allocations of support costs, governance costs and depreciation, the counselling department contributed a total deficit of £19,454 (2021: a deficit of £13,762). During 2022, counselling department income benefitted from a grant of £500 from Malvern Town Council

Unrestricted donations. Unrestricted donations were £25,274 (2021: £31,850).

Governance and support expenses

Allocable governance and support expenses incurred in the year were £69,787 compared to £57,643 in 2021.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

Reserves cash and investment policy

The charity has continued to take a prudent and low risk approach to our valuable cash reserves. In the current uncertain climate this is seen as particularly important and consequently all reserves are held in cash deposits. £60,000 of reserves are ring-fenced and accessed only with the agreement of the Trustees with the balance used to fund working capital fluctuations throughout the year. It is noted that our current bank provides limited options for higher rate accounts and it is intended to review our accounts this year to explore options to access more attractive interest rates whilst maintaining our low risk investment policy. A separate bank account is maintained for counselling funds.

Plans for the future

The Trustees consider the charity's ongoing needs at each of their meetings, which are held every two months. In 2022 an Executive Committee was set up consisting of both Trustees and key management which meets at least monthly to provide leadership on more pressing operational issues. This forum has been particularly useful during the recent management changes and has been meeting more frequently to address issues as they have arisen. As has been noted in the Chairman's Report, the Well is in the process of undergoing significant change not only as we adjust fully to post Covid operating, but also to a complete changeover of management. In addition to managing the associated challenges we are looking forward to exploring new opportunities to take Lyttelton Well forward into a new season. Some of these challenges and opportunities are noted below:

- a. **The bookshop.** The bookshop has a key role in fulfilling the Charity's aims and objectives and its temporary closure while finding a new home has been a disappointment. Significant progress has already been made in re-establishing the bookshop in the main building by rearranging the office space upstairs. Sales have continued every month this year and opportunities to broaden our reach through internet sales will be explored this year.
- a. **Links with member churches.** In recent years, not least with the intervention of the pandemic and periodic changes in church leadership, the relationship between the Well and its founder churches has not been as strong as it might be. Opportunities to renew and deepen relationships with member churches is a key area for review this year.
- a. **Resources.** Whilst the Café makes a modest profit, the Charity continues to rely on donations as well as a supply of volunteers to support its operation and both these areas have suffered somewhat since the start of pandemic. Rising costs of employment, spike in fuel prices as well as general inflationary costs have put increasing pressure on our finances and whilst the Trustees are exploring ways of mitigating the impact, we are keen not to compromise the Well's charitable activities. To this end exploring how to develop both donations and volunteers will be a focus in the medium term.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

Structure, governance and management

The charity, incorporated on 31st October 1990, is a company limited by guarantee governed by its memorandum and articles of association. The company is a registered charity. There is an endowment fund that reflects the Lyttelton Well buildings that will revert to the Diocese on vacation.

The Board of Trustees (directors) is appointed by the members in general meeting.

The Board of Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J. McNamee	(Resigned 14 February 2022)
P Robinson JP	
K A Beecroft	
C D Boulton	
R H Fletcher	
K A Horwood	
P C Hutchinson	
R M Rowswell	
Revd J Saunders	
Dr M Harper	
Dr G W Pooler	
R Weatherill	

None of the Board of Trustees has any beneficial interest in the company. All of the Board of Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The members govern the general policy of the Company. The Board of Trustees directs the the charitable company's affairs in such a way to promote its objects. The Executive Committee comprising of both management and appointees for the Trustee Board is responsible for overseeing the operational implementation of the Board's policies and responding to short term issues as they arise. The managers are responsible for the day-to-day matters of the charity.

There are no specific restrictions imposed by the governing document concerning the way the charity can operate.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

Recruitment and Appointment of Board of Trustees

A list of necessary business, governance, counselling and outreach skills is maintained and reviewed each year as part of the annual risk assessment. Individual Trustee responsibilities are identified and allocated based on each member's particular skills. Where the necessary mix of skills is found to be lacking, for example due to retirements, individuals are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most new Trustees (directors) are already familiar with particular aspects of the practical work of the charity as volunteers and/or company members.

Additionally, the chairman of the Board of Trustees briefs each new Trustee on the legal obligations of the Board of Trustees (directors), the main documents which set out the operation framework of the charity, the current financial position and the charity's future plans and objectives. To supplement this induction, new Trustees are provided with a copy of the Charity Commission's publication "The Essential Trustee", as well as a copy of Memorandum and Articles of Association and the latest financial statements.

Risk Management

The risk management plan identifies area of risk and where appropriate establishes systems and procedures to mitigate major risks to which the charity is exposed. The Trustees are conducting a review of this plan to take into account the impact of the post-Covid environment. The charity's strategic plan is reviewed annually to ensure there is sufficient diversification of activities and funding. Internal control risks are minimized by the implementation of procedures for authorization of all transactions and projects. The charity has procedures in place to ensure compliance with health and safety legislation affecting staff, customers and visitors. These procedures are reviewed annually. The charity has a policy for the protection of children and vulnerable adults. This policy is reviewed annually.

Asset cover for funds

Note 22 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

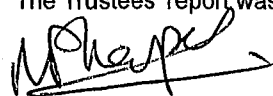
Auditor

In accordance with the company's articles, a resolution proposing that Kendall Wadley LLP be reappointed as auditor of the company will be put at a General Meeting.

The recent turbulent and inflationary environment has claimed the lives of many small business and charitable organisations and Lyttelton Well is becoming increasingly unique in its offering in the region. The Trustees and management continue to pray and work to preserve and build on the magnificent legacy of the Well and we are thankful to all those who are led to donate their time, funds, and encouragement to support us in this calling.

This report is prepared in accordance with the provisions available to small companies contained within the Companies Act 2006.

The Trustees' report was approved by the Board Of Trustees.



Dr M Harper

Trustee

Dated: 24 April 2023

THE LYTTTELTON WELL LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees, who are also the directors of The Lyttelton Well Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Board of Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 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 and other irregularities.

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Opinion

We have audited the financial statements of The Lyttelton Well Limited (the 'Charity') for the year ended 31 December 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Board of Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Board of Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Responsibilities of Board of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Board of Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board of Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Board of Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- an understanding of the risk assessment process (including the assessment of the risk of fraud) adopted by the Board is obtained and their attitude to risk ascertained
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made
- it is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the charitable company

Audit response to risks identified

The information obtained through the assessment to risk procedures is reviewed and the following work undertaken:

- processes to test the outcomes of our assessment include, a review of Board minutes, analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.
- an understanding of the legal and regulatory framework as applicable to the charitable company is obtained together with knowledge of the procedures put in place by the charitable company in order to comply with the same
- it is established if there have been any instances of non-compliance with applicable laws and regulations, for this entity regulations focus on Safeguarding through dealing with the vulnerable, and Food and Hygiene requirements for the operation of the Cafe facilities. Where there are such breaches, a full understanding, including gathering of relevant documentation appertaining to the event is obtained and assessed

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

THE LYTTTELTON WELL LIMITED

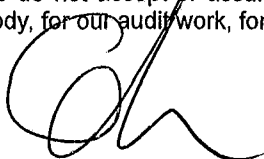
INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Elizabeth Needham ACA CTA (VAT) (Senior Statutory Auditor)
for and on behalf of Kendall Wadley LLP

24 April 2023

Chartered Accountants
Statutory Auditor

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Kendall Wadley LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

Current financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Total 2021 £
	Notes					
<u>Income and endowments from:</u>						
Voluntary income	2	25,274	19,864	-	45,138	64,188
Charitable activities	3	48,281	-	-	48,281	36,905
Other trading activities	4	192,465	1,538	-	194,003	117,348
Investment income	5	320	-	-	320	8
Other income	6	4,000	-	-	4,000	42,355
Total income		270,340	21,402	-	291,742	260,804
<u>Expenditure on:</u>						
Raising funds	8	190,754	-	-	190,754	156,412
Charitable activities	9	82,698	22,646	-	105,344	96,279
Total resources expended		273,452	22,646	-	296,098	252,691
Net (outgoing)/incoming resources before transfers		(3,112)	(1,244)	-	(4,356)	8,113
Gross transfers between funds	21	(1,214)	1,214	-	-	-
Net (expenditure)/income for the year/ Net movement in funds		(4,326)	(30)	-	(4,356)	8,113
Fund balances at 1 January 2022		118,657	4,977	356,613	480,247	472,134
Fund balances at 31 December 2022		114,331	4,947	356,613	475,891	480,247

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

Prior financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
	Notes				
<u>Income and endowments from:</u>					
Voluntary income	2	43,850	20,338	-	64,188
Charitable activities	3	34,955	1,950	-	36,905
Other trading activities	4	114,588	2,760	-	117,348
Investment income	5	8	-	-	8
Other income	6	42,355	-	-	42,355
Total income		235,756	25,048	-	260,804
<u>Expenditure on:</u>					
Raising funds	8	156,412	-	-	156,412
Charitable activities	9	61,288	34,991	-	96,279
Total resources expended		217,700	34,991	-	252,691
Net (outgoing)/incoming resources before transfers		18,056	(9,943)	-	8,113
Gross transfers between funds		(4,371)	4,371	-	-
Net (expenditure)/income for the year/ Net movement in funds		13,685	(5,572)	-	8,113
Fund balances at 1 January 2021		104,972	10,549	356,613	472,134
Fund balances at 31 December 2021		118,657	4,977	356,613	480,247

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	16		378,671		380,791
Current assets					
Stocks	17	13,218		13,777	
Debtors	18	8,595		6,563	
Cash at bank and in hand		95,271		95,731	
		117,084		116,071	
Creditors: amounts falling due within one year	19	(19,864)		(16,615)	
Net current assets			97,220		99,456
Total assets less current liabilities			475,891		480,247
Capital funds					
Endowment funds	20		356,613		356,613
Income funds					
Restricted funds	21		4,947		4,977
Unrestricted funds			114,331		118,657
			475,891		480,247

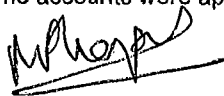
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

The Board of Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board Of Trustees on 24 April 2023



Dr M Harper
Trustee

Company Registration No. 02553905

THE LYTTTELTON WELL LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	24		590		14,874
Investing activities					
Purchase of tangible fixed assets		(1,370)		(2,097)	
Interest received		320		8	
Net cash used in investing activities			(1,050)		(2,089)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(460)		12,785
Cash and cash equivalents at beginning of year			95,731		82,946
Cash and cash equivalents at end of year			95,271		95,731

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Charity information

The Lyttelton Well Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Church Street, Malvern, Worcestershire, WR14 2AY.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, the leasehold property being carried at deemed value upon endowment to the charity (Note 15). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Board of Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Board of Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Board of Trustees in furtherance of their charitable objectives.

Restricted funds represent funds received by the charity that have been given for a specific purpose imposed by the donor.

Endowed funds represent the value of buildings gifted by the Diocese on commencement of the charity.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income is recognised as an incoming resource when receivable, except insofar as when it is incapable of financial measurement.

Activities for generating funds income is recognised on receipt as this is when it becomes measurable.

Investment income is included in the SOFA in the year in which it is receivable.

Legacies are recognised when there is reasonable probability that the bequest will be received.

Government grants are recognised as an incoming resource when receivable.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The Charity is registered for VAT and accordingly expenditure is shown net of recoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold property	not applicable
Plant and machinery	over 5 to 20 years as appropriate on cost
Fixtures, fittings & equipment	over 5 to 10 years as appropriate on cost
Office machinery	over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charitable company operates a defined contribution pension scheme for eligible employees. The assets of the scheme will be held separately from those of the company in an independently administered fund. The pension cost charge represents contributions that are payable to the fund and amounted to £4,851 (2020 - £4,687). At the year end pension contributions outstanding and included in other creditors amounted to £nil (2021 - £nil).

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

2 Voluntary income

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Donations and gifts	25,274	19,864	45,138	51,688
Legacies receivable	-	-	-	12,000
Counselling grants received	-	-	-	500
	<u>25,274</u>	<u>19,864</u>	<u>45,138</u>	<u>64,188</u>
For the year ended 31 December 2021	<u>43,850</u>	<u>20,338</u>		<u>64,188</u>

3 Charitable activities

	2022 £	2021 £
Bookshop income	48,281	34,955
Counselling training income	-	1,950
	<u>48,281</u>	<u>36,905</u>
Analysis by fund		
Unrestricted funds	<u>48,281</u>	

For the year ended 31 December 2021

	Counselling £	Bookshop £	Total 2021 £
Bookshop income	-	34,955	34,955
Counselling training income	1,950	-	1,950
	<u>1,950</u>	<u>34,955</u>	<u>36,905</u>
Analysis by fund			
Unrestricted funds	-	34,955	34,955
Restricted funds	1,950	-	1,950
	<u>1,950</u>	<u>34,955</u>	<u>36,905</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

4 Other trading activities

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £
Fundraising events	3,355	1,538	4,893	-	360
Café	165,122	-	165,122	104,527	104,527
Room letting income	23,988	-	23,988	10,061	12,461
Other trading activities	192,465	1,538	194,003	114,588	117,348

During the year, Great Malvern Priory contributed £7,200 (2021 - £4,895) towards the running costs of the Lyttelton Rooms under the joint Operating Agreement with the charity for use of the that building, of which £nil (2021 - £2,400) was restricted to the Rooms Maintenance Fund.

5 Investment income

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Interest receivable	320	8

6 Other income

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Government grants & JRS scheme	4,000	42,355

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

7 Description of charitable activities

The Well Counselling

The Well Counselling is a long-established counselling service based in the centre of Great Malvern. We provide a safe, confidential place to explore issues which cause distress or difficulty.

Community Support

A chaplaincy service offers prayer and support to those who ask.

Outreach and foodbank

The Lyttelton Well is a collection and distribution centre for the Malvern Hills Foodbank.

Provision of facilities

The Lyttelton Rooms provide a venue for a variety of community related activities.

Bookshop

The provision of faith education through the operation of a bookshop to promote the advancement of Christian religion.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

8 Raising funds

	2022	2021
	£	£
<u>Fundraising and publicity</u>		
Fundraising events	1,890	-
Costs of fundraising	-	55
	<u>1,890</u>	<u>55</u>
Fundraising and publicity		
	<u>1,890</u>	<u>55</u>
<u>Costs of trading</u>		
Café - direct cost of goods sold	54,520	31,876
Staff costs	86,480	81,601
Depreciation and impairment	3,216	3,374
	<u>144,216</u>	<u>116,851</u>
Costs of trading		
	<u>144,216</u>	<u>116,851</u>
Share of support and governance costs	44,648	39,506
	<u>190,754</u>	<u>156,412</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

9 Charitable activities

	The Well Counselling	Community Support	Outreach and foodbank	Provision of facilities	Bookshop	Total 2022	Total 2021
	£	£	£	£	£	£	£
Staff costs	18,477	-	-	-	23,965	42,442	40,937
Depreciation and impairment	265	-	-	-	11	276	147
Direct expenses	5,298	-	-	-	-	5,298	5,630
Direct expenses - provision of facilities	-	-	-	-	-	-	5,651
Outreach costs	-	-	1,857	-	-	1,857	1,048
Sundry expenses	1,269	-	-	-	-	1,269	3,588
Cost of goods sold	-	-	-	-	28,064	28,064	20,292
IT costs	120	-	-	-	879	999	849
	<u>25,429</u>	<u>-</u>	<u>1,857</u>	<u>-</u>	<u>52,919</u>	<u>80,205</u>	<u>78,142</u>
Share of support costs (see note 10)	9,265	-	3,654	-	10,927	23,846	17,313
Share of governance costs (see note 10)	369	-	-	-	924	1,293	824
	<u>35,063</u>	<u>-</u>	<u>5,511</u>	<u>-</u>	<u>64,770</u>	<u>105,344</u>	<u>96,279</u>
Analysis by fund							
Unrestricted funds	14,274	-	3,654	-	64,770	82,698	
Restricted funds	20,789	-	1,857	-	-	22,646	
	<u>35,063</u>	<u>-</u>	<u>5,511</u>	<u>-</u>	<u>64,770</u>	<u>105,344</u>	

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

9 Charitable activities	(Continued)
For the year ended 31 December 2021	
Unrestricted funds	61,288
Restricted funds	34,991
	<u>96,279</u>
	<u>96,279</u>
	<u>96,279</u>
	52,432
	-
	<u>52,432</u>
	<u>52,432</u>
	<u>52,432</u>
	5,651
	5,651
	<u>11,302</u>
	<u>11,302</u>
	<u>11,302</u>
	2,903
	1,048
	<u>3,951</u>
	<u>3,951</u>
	<u>3,951</u>
	474
	-
	<u>474</u>
	<u>474</u>
	<u>474</u>
	5,479
	28,292
	<u>33,771</u>
	<u>33,771</u>
	<u>33,771</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

10 Support costs

	Support costs	Governance costs	2022	2021	Basis of allocation
	£	£	£	£	
Staff costs	30,476	-	30,476	24,801	Activity
Insurance	4,072	-	4,072	4,038	Activity
Light and heat	9,120	-	9,120	6,881	Activity
Repairs and maintenance	3,666	-	3,666	3,704	Activity
Rates	2,756	-	2,756	2,266	Activity
Cleaning, health and safety	7,048	-	7,048	5,381	Activity
Office and communications costs	2,037	-	2,037	2,266	Activity
Volunteer costs	149	-	149	231	Activity
Bank charges	4,275	-	4,275	2,842	Activity
Computer expenses	2,259	-	2,259	2,390	Activity
General expenses	235	-	235	488	Activity
Audit fees	-	2,931	2,931	2,302	Governance
Legal and professional	-	53	53	53	Governance
Other governance costs	-	710	710	-	Governance
	<u>66,093</u>	<u>3,694</u>	<u>69,787</u>	<u>57,643</u>	
Analysed between					
Trading	42,247	2,401	44,648	39,506	
Charitable activities	23,846	1,293	25,139	18,137	
	<u>66,093</u>	<u>3,694</u>	<u>69,787</u>	<u>57,643</u>	

11 Raising funds - support and governance costs by activity

	Café	2022 Lettings	Café	2021 Lettings
	£	£	£	£
Depreciation	1,288	1,928	1,391	1,983
Support costs	20,805	21,442	17,288	20,687
Governance costs	1,293	1,108	824	707
	<u>23,386</u>	<u>24,478</u>	<u>19,503</u>	<u>23,377</u>

12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

13 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Management	3	3
Staff	18	17
	<u>21</u>	<u>20</u>

Employment costs

	2022 £	2021 £
Wages and salaries	152,554	140,394
Social security costs	1,993	2,258
Other pension costs	4,851	4,687
	<u>159,398</u>	<u>147,339</u>

Included in the above are fees of £14,171 (2021: £14,400) paid for the provision of counselling services.

The average number of paid staff on a full time equivalent basis during the year was 6 (2020: 6)

There were no employees whose annual remuneration was £60,000 or more.

14 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £4,851 (2021 - £4,687).

15 Board Of Trustees

None of the Board of Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

One (2021- none) trustee was reimbursed expenses of £76 (2021 - £nil) during the year.

R Weatherill is also a trustee off Great Malvern Priory, transactions with that entity are as disclosed in note 4.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

16 Tangible fixed assets

	Leasehold property	Plant and machinery	Fixtures, fittings & equipment	Office machinery	Total
	£	£	£	£	£
Cost					
At 1 January 2022	356,613	49,349	55,745	10,064	471,771
Additions	-	305	1,065	-	1,370
Disposals	-	(16,454)	(2,675)	(1,425)	(20,554)
At 31 December 2022	356,613	33,200	54,135	8,639	452,587
Depreciation and impairment					
At 1 January 2022	-	32,086	49,502	9,390	90,978
Depreciation charged in the year	-	2,057	1,192	243	3,492
Eliminated in respect of disposals	-	(16,454)	(2,675)	(1,425)	(20,554)
At 31 December 2022	-	17,689	48,019	8,208	73,916
Carrying amount					
At 31 December 2022	356,613	15,511	6,116	431	378,671
At 31 December 2021	356,613	17,262	6,242	674	380,791

17 Stocks

	2022 £	2021 £
Book stock	10,849	11,408
Café and other stocks	2,369	2,369
	13,218	13,777

18 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	4,971	2,676
Other debtors	1,423	1,907
Prepayments and accrued income	2,201	1,980
	8,595	6,563

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

19 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxation and social security	10,506	4,891
Other creditors	5,590	9,000
Accruals and deferred income	3,768	2,724
	<u>19,864</u>	<u>16,615</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

20 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity.

	Balance at 1 January 2021	Movement in funds				Movement in funds				Balance at 31 December 2022
	£	Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 1 January 2022	Incoming resources	Resources expended	Transfers	Investments gains/losses
		£	£	£	£	£	£	£	£	£
Permanent endowments										
Capital fund	356,613	-	-	-	-	356,613	-	-	-	-
	356,613	-	-	-	-	356,613	-	-	-	-

The capital fund reflects deemed value of The Lyttelton Well buildings gifted upon commencement that will revert to the Diocese on vacation.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

21 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2021	Movement in funds			Transfers	Balance at 1 January 2022	Movement in funds			Transfers	Balance at 31 December 2022
	£	Incoming resources	Resources expended	£	£	£	Incoming resources	Resources expended	£	£	£
Well counselling service fund	-	20,008	(28,291)	8,283	-	15,609	-	(20,789)	5,180	-	-
Counselling bursary	100	-	-	-	100	-	-	-	-	-	100
Marriage courses fund	9	-	-	-	9	-	-	-	-	-	9
Outreach food bank fund	2,350	2,640	(1,048)	(3,912)	30	5,793	(1,857)	(3,966)	(3,966)	-	-
Rooms maintenance fund	8,090	2,400	(5,652)	-	4,838	-	-	-	-	-	4,838
	10,549	25,048	(34,991)	4,371	4,977	21,402	(22,646)	1,214	4,947		

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

21 Restricted funds

(Continued)

Transfers

A transfer of £5,180 has been made from unrestricted funds to restricted funds to cover the resultant deficit on the Counselling Fund. The transfer of £3,966 shown on the Outreach food bank fund represents the transfer of costs in respect of management time spent in administering the project.

In the prior year, a transfer of £8,283 was made from unrestricted funds to restricted funds to cover the resultant deficit on the Counselling Fund. The transfer of £3,912 shown on the Outreach food bank fund represented the transfer of costs in respect of management time spent in administering the project.

Description of funds

Well counselling service - This fund represents money received through donations in support of the counselling service and a grant for counselling.

Counselling bursary - funds received to enable bursaries for individual training to be awarded.

Marriage courses fund - This fund represents money received through donations to assist in the cost of providing marriage counselling.

Outreach food bank fund - This fund represents money received in support of a food bank serving the local area.

Rooms maintenance fund - This fund represents money received from the Great Malvern Priory and is matched by The Lyttelton Well Limited for the maintenance of the rooms.

22 Analysis of net assets between funds

Fund balances at 31 December 2022 are represented by:

Tangible assets

Current assets/(liabilities)

Unrestricted funds	Restricted funds	Endowment funds	Total	Unrestricted funds	Restricted funds	Endowment funds	Total
2022	2022	2022	2022	2021	2021	2021	2021
£	£	£	£	£	£	£	£
22,058	-	356,613	378,671	24,178	-	356,613	380,791
92,273	4,947	-	97,220	94,479	4,977	-	99,456
114,331	4,947	356,613	475,891	118,657	4,977	356,613	480,247

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

23 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	71,967	70,369

24 Cash generated from operations

	2022 £	2021 £
(Deficit)/surplus for the year	(4,356)	8,113
Adjustments for:		
Investment income recognised in statement of financial activities	(320)	(8)
Depreciation and impairment of tangible fixed assets	3,492	3,523
Movements in working capital:		
Decrease/(increase) in stocks	559	(1,582)
(Increase) in debtors	(2,032)	(36)
Increase in creditors	3,247	4,864
Cash generated from operations	590	14,874

THE LYTTTELTON WELL LIMITED

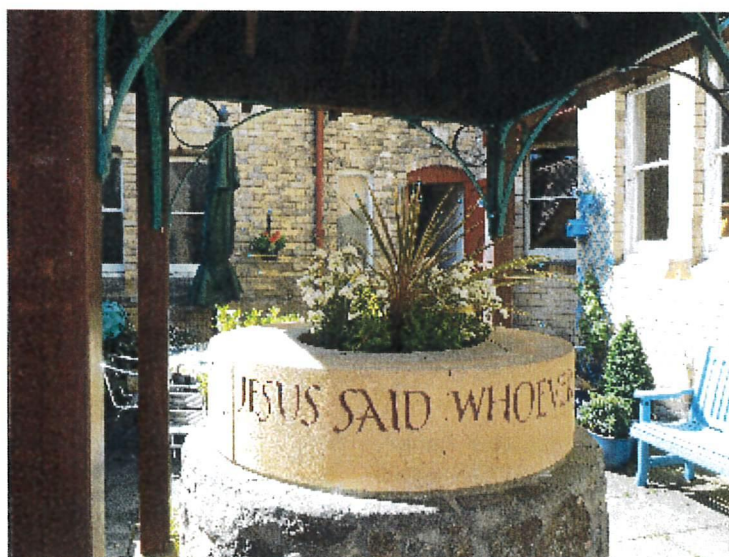
England & Wales - Charity number 1001139

Accounts

Charity Registration No. 1001139

Company Registration No. 02553905 (England and Wales)

THE LYTTTELTON WELL LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021



THE LYTTTELTON WELL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Board Of Trustees	P Robinson JP	
	K A Beecroft	(Appointed 14 June 2021)
	C D Boulton	(Appointed 14 June 2021)
	R H Fletcher	(Appointed 14 June 2021)
	K A Horwood	(Appointed 14 June 2021)
	P C Hutchinson	(Appointed 14 June 2021)
	R M Rowsell	(Appointed 6 September 2021)
	Revd J Saunders	(Appointed 14 June 2021)
	Dr M Harper	
	Dr G W Pooler	
	R Weatherill	
Charity number	1001139	
Company number	02553905	
Registered office	Church Street Malvern Worcestershire WR14 2AY	
Auditor	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS	
Bankers	CAF Bank 25 Kings Hill West Malling Kent ME19 4JQ	
Solicitors	Whatley Recordon 12 Worcester Road Malvern Worcestershire WR14 4QU	

THE LYTTTELTON WELL LIMITED

CONTENTS

	Page
Foreword from the Chair	1
From the Head of Counselling	2
From the Business Manager	3
Board of Trustees' Report	4 - 11
Statement of Trustees' responsibilities	12
Independent auditor's report	13 - 15
Statement of financial activities	16 - 17
Balance sheet	18
Statement of cash flows	19
Notes to the accounts	20 - 36

THE LYTTTELTON WELL LIMITED

FOREWORD FROM THE CHAIR

FOR THE YEAR ENDED 31 DECEMBER 2021

SUMMARY

The past year, to December 2021, has presented challenges a-plenty! - and Peter Buchanan's comment on a scriptural passage in last year's report has remained very applicable as we have sought to be God's people serving our town:

King Jehoshaphat, faced with an attack by an overwhelming force, prayed "We do not know what to do, but our eyes are on you." (2 Chronicles 20 v12).

And our eyes do indeed remain on the Lord.

COVID

The uncertainties Covid has presented have been enormously challenging, and required constant re-appraisal - both in terms of services we have been able to provide, and the potential threats to our financial health. We pay tribute to the Management team for their ability and willingness to "roll with the punches" and keep the ministry functioning to the maximal degree possible.

BOARD

The Board of Trustees was substantially renewed at the 2021 AGM, and I assumed Chairmanship. Many previous Board members, who had nobly deferred their retirement because of the situation with the pandemic, did step down, and we owe them and Peter an enormous debt of gratitude. We are so grateful now to have recruited new Trustees with a great range of experience and expertise; all are taking particular areas of trustee responsibility.

MANAGEMENT

Further to the comments above, Matthew Jordan (Business Manager), John Berry (Bookshop Manager), Kate Hill (Head of Counselling) and Doreen Miccio (newly appointed Café Manager) have worked very hard (not tirelessly!) to steer us through the ups and downs of the pandemic, and we are grateful for their commitment, flexibility and dedication; as we are for Brian Rhodes (chef) and his team of sessional cooks. We thank God that we remain financially on a sound footing, albeit with significant government support, and we will be further reviewing the post pandemic financial situation in 2022 - but with optimism, recognising that it is on trusting and obeying the Lord that our ongoing fruitfulness depends.

VOLUNTEERS

We are so grateful for our volunteers, who serve in the Bookshop, work in the Café, provide Chaplaincy input and intercessory support, bake, decorate, launder, fundraise - and so much more. They maintain the reality that we are a family, not all the same but walking together, contributing according to our abilities. We do still need more volunteers, though - some were not able to come back after the pandemic closedown. Days continue to start with prayer before the café opens.

FOODBANK

Lyttelton Well's role as a collection and distribution point has continued, and we envisage will remain an important element in our work; we do not see hardship is in any way diminishing.

THANKS

The Board of Trustees wish to thank all those who have supported and contributed to the success of The Lyttelton Well. Please continue to pray and work with us to build God's Kingdom in Malvern.

Dr Michael Harper
Chair of Trustees

THE LYTTTELTON WELL LIMITED

FROM THE HEAD OF COUNSELLING

FOR THE YEAR ENDED 31 DECEMBER 2021

In 2021, we offered 2,300 counselling sessions to our clients, approaching the corresponding figures in our 2019 Review.

To date 2022, the number of client enquiries remains very high at 103 and in the month of March, 259 counselling sessions were offered to 78 clients (46 of these sessions were subsequently cancelled by clients). These recent figures are very encouraging in that they are similar to pre-lockdown figures and show that The Well Counselling (TWC) has sustained its growth in spite of the disruption of Covid-19. The major improvement is that TWC is now both an online and in-person counselling agency. We still serve the same community and have done so throughout 2020 and 2021.

At present, 31 counsellors make up our team, of which a third of these are our student placements. Last year, a significant number of post-graduate students joined us on placement, and this has strengthened the team overall, bringing with them up to date knowledge and expertise. Over the next few months a number of our student body will complete their studies, and we wish them all success as qualified counsellors.

There are challenges ahead, most notably the move to a new funding model. Our administration system Cliniko, which was implemented in September 2021, is now firmly embedded, and within a few months all current clients will be administered via this system. A new TWC complaints procedure is in place, and all our systems are ably administrated by Kathleen Horwood. Grateful thanks go to Frances Anderson for her work in setting up Cliniko.

Recently we have been joined by two new experienced counsellors, as well as saying goodbye to three senior counsellors who are retiring after many years with TWC. Having been Head of Counselling since 2015, I have also decided the time is right for me to step down. I believe the agency is in a good place to withstand a change of leadership.

TWC is an integral part of the Lyttelton Well. It has been both a pleasure and a privilege to lead it through some difficult times and I couldn't have done so without the support and huge amount of work undertaken by the office, most notably by Matthew Jordan. I am grateful to all those who support TWC, the monthly quizzes, the quiet donations, and the prayer that underpins everything that we do. I believe the counselling that we offer to our clients is underpinned by the lived-out faith of many of our counsellors. I hope very much that this will continue for many more years to come.

Kate Hill
Head of Counselling

THE LYTTTELTON WELL LIMITED

FROM THE BUSINESS MANAGER

FOR THE YEAR ENDED 31 DECEMBER 2021

Finances

The past year was again dominated by the Covid-19 pandemic. As a hospitality provider, retailer, counselling service, and hirer of rooms, our activities remained heavily affected by lockdown restrictions and other measures. In particular, both the café and bookshop were required to be closed from the start of the year until April 12th. However, sales did return to more normal levels over the course of the year.

In terms of financial results:

- although our café sales were up over 50% up on 2020, this still represented a decrease of 25% from 2019;
- bookshop sales have been somewhat slower to rebound, being only 20% up on 2020, and 30% lower than 2019;
- room hire income has been the worst hit area, down over 60% on 2019, and slower to recover as many bookings were permanently lost or reduced; and
- total restricted income of The Well Counselling was just under 30% lower than 2019.

In total our income from these core activities was £79,000 lower in 2021 compared to 2019.

However, on the income side we did also benefit from continued generosity from the local community with just under £32,000 in unrestricted donations and two legacies totalling £12,000. We also received £42,355 in UK Government coronavirus support comprising £24,500 in retail hospitality grants and £17,855 under the coronavirus job retention scheme.

Overall, as a result of careful management of costs, significant individual and corporate generosity, and central government support, we ended the year with a surplus of £8,113.

Looking forward, 2022 is expected to be a difficult year financially. Although we expect income to significantly increase, it is still estimated to be lower than pre-pandemic levels, whilst there will be considerable inflationary pressure on the costs of goods, utilities, and wages.

Charitable activities in the local community

We were delighted to be able to keep The Well Counselling operating online during 2021, as well as in person in the latter part of the year, offering nearly 2,300 counselling sessions in the year.

We continued to act as a collection and distribution agency for the Malvern Hills Foodbank throughout the year without any break in services and ultimately processed 375 food bank vouchers for 898 people. This represented 18% of the foodbank's total for the year, and over a 150% increase in people provided for through the Well compared to 2019 (348 people that year).

Staffing changes

Our café manager Catherine Holmes retired in April 2021, and we are thankful for her many years of service to the Well. Catherine was replaced by Doreen Miccio who had volunteered with us in both the café and bookshop in the summer of 2020, as well as being a former counselling service receptionist, and our newsletter editor. Our second cook Pauline Jacobs also joined us in April, and has made a great contribution to the café team.

Voluntary work

We remain tremendously grateful to all those who continued to work in the Well throughout the pandemic, including café and bookshop volunteers, our redecorating team, counsellors and staff, undertaking risk to themselves in doing so. We are thankful for this selfless support of the charity during a very difficult time.

Matthew Jordan
Business Manager

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

The Board of Trustees present their annual report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The Charity's objectives as set out in the Memorandum of Association are

- i) the advancement of the Christian religion by spreading the Gospel of Jesus Christ;
- ii) the relief of poverty, sickness and distress;
- iii) the relief and rehabilitation of the mentally ill and of disabled persons;
- iv) the relief of the aged;
- v) the promotion of charitable work of churches in Malvern.

In furtherance of these objectives the charitable company operates retail outlets, hires out premises, provides philanthropic services of care for the disadvantaged, and follows other policies as laid down in the Memorandum of Association. There has been no change in these objectives during the year.

As a charity The Lyttelton Well Limited provides a public benefit to the local community by operating the Counselling Service which continues to deal with a large number of clients and has an ongoing programme of training to ensure the counsellors maintain the standards required by the profession. This important service continues to be funded by The Lyttelton Well Limited and through restricted donations.

The Board of Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

Fulfilling our charitable objectives

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcome of our work in the previous twelve months. The review looks at the success of each key activity and how the work in those activities has helped us to further our charitable objectives. The results of this review are set out in this report.

The advancement of the Christian religion by spreading the Gospel of Jesus Christ

The bookshop continues its presence in its new location in the Lyttelton Rooms facing the Priory grounds. It is a welcoming location for passers-by in the church yard, offering help to those with questions about life, faith, belief and spirituality, as well as providing a service to local churches.

In the café, we offer a welcoming environment of compassion and service, where people of all kinds, including those who are lonely or troubled in various ways, can feel comfortable and at home. Our volunteers and staff, from over 20 churches, are key to this. The expansion of the seating space to cover the whole of the ground floor of the new building allows a high street presence.

Our counselling service, The Well Counselling, where all qualified counsellors are Christians, provides a practical outworking of our faith, and in doing so also positively advertises Christianity as a faith in the local community. We offer both in person and online counselling.

Our chaplaincy team provide a pastoral presence on most mornings in the bookshop and the café. Our chaplains are drawn from the local Christian community. More detail is given below.

Some of the other activities we would typically take part in – such as bookstalls at various events including the Three Counties Show, prayer events such as Thy Kingdom Come - continued to be curtailed during the pandemic, but prayer groups in the Lyttelton Rooms did return in the course of the year. We also have daily prayers before we open the café each day.

We maintain our close contacts with Churches Together in Malvern, and our bookshop manager is currently a member of the executive committee.

We are also a collection point for second hand Christian books. We provide over 100 boxes per year to the Christian Book Aid charity, who distribute Bibles and Christian books for the advancement of Christianity, educational purposes and the relief of suffering both in the UK and abroad, mainly in Africa.

At the end of 2020 we participated as usual as a collection point for Samaritan's Purse Operation Christmas Child and collected 108 shoe boxes on their behalf.

We also maintain a periodic community newsletter to keep in touch with our volunteers as well as the wider church community. The newsletter has a distribution of over 200 people including both Christian and non-Christian.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

The relief of poverty, sickness and distress

The counselling service provides a free, skilled, professional service to those in need of help for a variety of reasons including anxiety, bereavement, stress, relationship problems and many other issues. In 2021, despite the ongoing pandemic, we were able to offer over just under 2300 sessions.

In addition to the counselling service we have a chaplaincy service which offers Christian pastoral care by about 10 volunteers, many with a pastoral background, including former ministers from various denominations. Because our counselling service is not available at short notice, the chaplaincy team can provide a valuable service when people arrive on our premises in a distressed state and would like someone to talk to at short notice. Additionally, as there is a chaplaincy member on site almost daily, we are able to have many beneficial conversations with members of the public on an informal basis, as well as to offer support to staff and volunteers.

As noted above, the café also provides relief to many people, including members of the local community who are lonely or troubled as it is a place where they can be sure of a warm, friendly welcome.

During 2021 we have continued our very active partnership with the Malvern Hills Foodbank, for whom we act as collection and distribution point. We supplement all foodbank distributions with fresh milk, butter and bread. Over the course of the year we processed 375 food bank vouchers and provided food parcels for 898 people, which was over 18% of the foodbank's total voucher processing.

We also provide rooms free of charge on an occasional basis to some groups where there is a direct link to our charitable objectives.

The relief and rehabilitation of the mentally ill and of disabled persons

The café and bookshop are staffed primarily by about 100 skilled and passionate volunteers, without whom we could not continue to exist, and these volunteers give the Lyttelton Well a great diversity that is rarely seen in other similar establishments. Each café and bookshop shift has its own unique character and provides something different.

Through volunteering and employment, we are able to provide a friendly environment to allow members of our community to participate actively and successfully in society, and can also help people to rehabilitate their lives and return to an active role in society, with work at the Well as an early step.

During 2021, we have continued to work with Bridge Training and Development to provide regular work experience in the café.

Further, we are able to indirectly satisfy this objective by providing the space in the Lyttelton Rooms to a number of charities and groups who directly work in the fields of mental illness and disability support.

The relief of the aged

The café continues to be a favourite in Malvern for older people, while providing a welcoming environment for people of all ages.

Additionally, we again provide indirect relief through the provision of our rooms for exercise classes for the active elderly, and other similar groups.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

The promotion of charitable work of the Churches in Malvern

The Lyttelton Well works closely with Churches Together in Malvern and our bookshop manager is currently a member of their executive committee.

Additionally, we provide the rooms to our member churches for use as needed, advertise events in our noticeboards throughout the complex, and promote them through the Events Calendar on our website.

Our newsletter also gives all our member churches a platform to connect to other members of our community.

In normal years, although not 2021, the rooms are provided each year on an extensive basis during the summer to Lifepath Malvern and separately to the Chernobyl Children's Life Line which are both operated by a Malvern-wide group of churches.

Financial review

Results

During the year incoming resources totalled £260,804 (2020 – £229,209) and resources expended amounted to £252,691 (2020 – £216,640), leaving a surplus for the year of £8,113 (2020 – surplus of £12,569). This leaves a total reserves figure at 31 December 2021 of £480,247 (2020 – £472,134) of which £118,657 are unrestricted funds (2020 – £104,972), £4,977 are restricted funds (2020 – £10,549) and £356,613 are endowment funds (2020 – £356,613).

Reserves policy

It is the policy of the Charity that funds which have not been received as restricted for a specific use should be maintained at a level equivalent of between three and six months' expenditure. The Trustees of the Charity consider that reserves at this level will ensure that, in the event of a significant drop in funding or unexpectedly large expense, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

Budgeted expenses, including bookshop and café cost of sales, for the financial year 2022 are estimated at £283,418. On this basis, reserves of between £70,854 and £141,709 are required.

Immediately liquid assets of current assets less stock less current liabilities amount to £85,679 at the end of the year. If bookshop stock, which is designated as a current asset, but is slow-moving by its nature, is included, the resulting total net current assets figure is £99,456.

The charity will continue to aim to maintain its reserves at the current policy level.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

Principal Funding Sources

The café produced a deficit of £8,951 (2020 – £24,774) after cost of sales and directly attributable salaries, while the bookshop produced a deficit of £8,049 (2020 – £6,114) on the same basis. After allocating support costs, governance costs and depreciation, the café produced a deficit of £28,453 (2020 - £50,172) and the bookshop produced a deficit of £17,477 (2020 - £17,762).

Letting income from the Lyttelton Rooms in 2021 was £12,461 (2020 - £13,120). After allocation of repair and rooms maintenance costs of £5,651 (2020 - £5,978), support costs, governance costs and depreciation, the lettings function contributed a deficit of £16,568 (2020 – £6,879).

In 2021, the counselling department income was £20,008, down from £21,673 in 2020, which resulted in a deficit after direct expenses of £8,284 (2020 - £2,077). After taking into account allocations of support costs, governance costs and depreciation, the counselling department contributed a total deficit of £13,762 compared to a deficit of £6,307 in 2020.

During 2021, counselling department income benefitted from the following grant in support of the service:

- £500 from Malvern Town Council

Unrestricted donations in 2021 were £31,850 (2020 - £38,286). The current year donations can be broken down as follows:

- regular, mainly monthly, standing orders of £12,820 (2020 - £12,955)
- various ad hoc donations of £12,723 (2020 - £16,218)
- PAWS (pound a week scheme) of £1,521 (2020 - £2,384)
- small donations to collection tins of £1,010 (2020 - £1,510)
- gift aid of £3,776 (2020 - £5,219)

The charity received two legacies totalling £12,000 in 2021 (2020 - £2,500).

In 2021, we carried out no fundraising to unrestricted funds (2020 - £266). £360 of restricted income was raised from quizzes in support of the Well Counselling.

Governance and support expenses

Allocable governance and support expenses incurred in the year were £57,643 compared to £53,955 in 2020.

Investment policy

The charity's attitude towards investment risk is low. As such, investments are mainly in cash. Specific limits and guidelines as given in the charity's investment policy are:

- £20,000 must be maintained in cash at all times;
- the next £10,000 may be invested in term cash deposits with emergency access;
- the next £10,000 may be invested in long-term investments with emergency access;
- beyond the sum of these investments (£40,000) the only restriction is that, up to the lower reserve limit, long term investments should not exceed 1/3 of total investments.

A segregated bank account is maintained for counselling transactions.

During 2021, the charity only held cash, but options for other types of investment will be revisited as part of our annual review.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

Plans for the future

The Trustees consider the charity's ongoing needs at each of their meetings, which are held every two months. The charity also holds occasional vision days in which its aims and activities are prayerfully considered.

In addition, the charity's risk assessment is reviewed annually.

Areas of required future focus as assessed by the Trustees are given below.

1. Trustee support roles

The Board recognizes the need for individual trustees to take on defined governance roles to provide support to and oversight of the staff and volunteers, as well as the Head of Counselling. Significant progress was made in this area in 2021, but there remain skills gaps, notably for a suitably qualified Treasurer, the current Treasurer having resigned from that position in February 2022.

2. Increasing the effective use of the charity's buildings in support of its objectives and financial stability

The PCC of Great Malvern Priory has an interest in the Lyttelton Well complex as the charity's landlord and that interest is being taken into closer consideration as a result of the Priory Plan.

The trustees continue to review:

- the financial viability of The Lyttelton Rooms, considering existing maintenance requirements, including those identified in the quinquennial survey of the building;
- the use of the Lyttelton Rooms for operations of the Charity in fulfilment of its charitable objectives;
- opportunities for outreach; and
- opportunities for fundraising.

In the case of the last two items, we will also explore opportunities for working more closely together on joint projects with Great Malvern Priory, our member churches and Churches Together in Malvern to improve the usage of the facilities.

3. Fundraising

The trustees are aware that the financial position of the charity remains finely balanced as discussed in the financial review above, with a reliance on donations.

To allow the charity to achieve its goals, further development of fundraising is required, and in particular fundraising which has a church community, wider community or social benefit. Ideally the aim is to combine fundraising with furtherance of our charitable objectives.

4. Counselling department funding

To provide greater stability of counselling income and to facilitate fundraising, the trustees have approved a change in the funding model from purely donations based to an agreed affordable fee, still allows for counselling at no charge where appropriate. The charity aims then to apply for further grants to cover any remaining shortfall against departmental expenses.

5. Volunteer recruitment

We will continue to organize a programme of church visits and other promotional literature to recruit new volunteers for the café in particular. The trustees recognize the value of the Charity's volunteer body to its ethos, environment and quality of service, and look to strengthening existing volunteer numbers in the year to come.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

6. Capital expenditure and maintenance

During 2021, a group of volunteers continued to work on upgrading the interior of both The Lyttelton Rooms and the new build café/office building

In 2022, the following capital expenses are current priorities:

- Updating the welcome and serving area of the extended café; and;
- Addressing remaining matters raised in the most recent quinquennial review of 2019.

Longer term we will also need to:

- Redecorate/replace the Main Hall kitchen; and
- Replace and relocate the Lyttelton Rooms main boiler with a more energy-efficient version.

All such work is reliant upon the Charity having sufficient funds to finance the work in line with its reserves policy.

Structure, governance and management

The charity, incorporated on 31st October 1990, is a company limited by guarantee governed by its memorandum and articles of association. The company is a registered charity. There is an endowment fund that reflects the Lyttelton Well buildings that will revert to the Diocese on vacation.

The Board of Trustees (directors) is appointed by the members in general meeting.

The Board of Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

E.P.T. Buchanan	(Resigned 14 June 2021)
J. Bingham	(Resigned 14 June 2021)
B. Brickwell	(Resigned 14 June 2021)
I. Forrester	(Resigned 14 June 2021)
J. McNamee	(Resigned 14 February 2022)
Dr D A Webster	(Resigned 14 June 2021)
P Robinson JP	
K A Beecroft	(Appointed 14 June 2021)
C D Boulton	(Appointed 14 June 2021)
R H Fletcher	(Appointed 14 June 2021)
K A Horwood	(Appointed 14 June 2021)
P C Hutchinson	(Appointed 14 June 2021)
R M Rowswell	(Appointed 6 September 2021)
Revd J Saunders	(Appointed 14 June 2021)
Dr M Harper	
Dr G W Pooler	
R Weatherill	

None of the Board of Trustees has any beneficial interest in the company. All of the Board of Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The members govern the general policy of the Company. The Board of Trustees directs the the charitable company's affairs in such a way to promote its objects. The day to day business of the company is managed by the Business Manager M Jordan and the Bookshop Manager J Berry.

There are no specific restrictions imposed by the governing document concerning the way the charity can operate.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2021

Recruitment and Appointment of Board of Trustees

A list of necessary business, governance, counselling and outreach skills is maintained and reviewed each year as part of the annual risk assessment. Individual Trustee responsibilities are identified and allocated based on each member's particular skills. Where the necessary mix of skills is found to be lacking, for example due to retirements, individuals are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most new Trustees (directors) are already familiar with particular aspects of the practical work of the charity as volunteers and/or company members.

Additionally, the chairman of the Board of Trustees briefs each new Trustee on the legal obligations of the Board of Trustees (directors), the main documents which set out the operation framework of the charity, the current financial position and the charity's future plans and objectives. To supplement this induction, new Trustees are provided with a copy of the Charity Commission's publication "The Essential Trustee", as well as a copy of Memorandum and Articles of Association and the latest financial statements.

Risk Management

The risk management plan identifies area of risk and where appropriate establishes systems and procedures to mitigate major risks to which the charity is exposed. The Trustees are conducting a review of this plan to take into account the impact of post-Covid environment. The charity's strategic plan is reviewed annually to ensure there is sufficient diversification of activities and funding. Internal control risks are minimized by the implementation of procedures for authorization of all transactions and projects. The charity has procedures in place to ensure compliance with health and safety legislation affecting staff, customers and visitors. These procedures are reviewed annually. The charity has a policy for the protection of children and vulnerable adults. This policy is reviewed annually.

Asset cover for funds

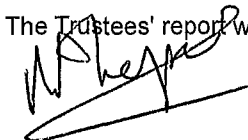
Note 20 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Auditor

In accordance with the company's articles, a resolution proposing that Kendall Wadley LLP be reappointed as auditor of the company will be put at a General Meeting.

This report is prepared in accordance with the provisions available to small companies contained within the Companies Act 2006.

The Trustees' report was approved by the Board Of Trustees.



Dr M Harper

Trustee

Dated: 25 April 2022

THE LYTTTELTON WELL LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees, who are also the directors of The Lyttelton Well Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Board of Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 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 and other irregularities.

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Opinion

We have audited the financial statements of The Lyttelton Well Limited (the 'Charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Board of Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Board of Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Board of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Board of Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board of Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Board of Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- an understanding of the risk assessment process (including the assessment of the risk of fraud) adopted by the Board is obtained and their attitude to risk ascertained
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made
- it is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the charitable company

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Audit response to risks identified

The information obtained through the assessment to risk procedures is reviewed and the following work undertaken:

- processes to test the outcomes of our assessment include, a review of Board minutes, analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.

- an understanding of the legal and regulatory framework as applicable to the charitable company is obtained together with knowledge of the procedures put in place by the charitable company in order to comply with the same

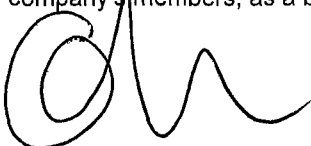
- it is established if there have been any instances of non-compliance with applicable laws and regulations, for this entity regulations focus on Safeguarding through dealing with the vulnerable, and Food and Hygiene requirements for the operation of the Cafe facilities. Where there are such breaches, a full understanding, including gathering of relevant documentation appertaining to the event is obtained and assessed

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.



Elizabeth Needham ACA CTA (VAT) (Senior Statutory Auditor)
for and on behalf of Kendall Wadley LLP

25 April 2022

Chartered Accountants
Statutory Auditor

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Kendall Wadley LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Current financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Total 2020 £
	Notes					
<u>Income and endowments from:</u>						
Voluntary income	2	43,850	20,338	-	64,188	64,671
Charitable activities	3	34,955	1,950	-	36,905	29,312
Other trading activities	4	114,588	2,760	-	117,348	81,781
Investment income	5	8	-	-	8	48
Other income	6	42,355	-	-	42,355	53,397
Total income		235,756	25,048	-	260,804	229,209
<u>Expenditure on:</u>						
Raising funds	8	156,412	-	-	156,412	132,659
Charitable activities	9	61,288	34,991	-	96,279	83,981
Total resources expended		217,700	34,991	-	252,691	216,640
Net incoming/(outgoing) resources before transfers		18,056	(9,943)	-	8,113	12,569
Gross transfers between funds	19	(4,371)	4,371	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		13,685	(5,572)	-	8,113	12,569
Fund balances at 1 January 2021		104,972	10,549	356,613	472,134	459,565
Fund balances at 31 December 2021		118,657	4,977	356,613	480,247	472,134

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
	Notes				
<u>Income and endowments from:</u>					
Voluntary income	2	40,786	23,885	-	64,671
Charitable activities	3	29,292	20	-	29,312
Other trading activities	4	79,081	2,700	-	81,781
Investment income	5	48	-	-	48
Other income	6	53,397	-	-	53,397
Total income		202,604	26,605	-	229,209
<u>Expenditure on:</u>					
Raising funds	8	132,659	-	-	132,659
Charitable activities	9	53,790	30,191	-	83,981
Total resources expended		186,449	30,191	-	216,640
Net incoming/(outgoing) resources before transfers		16,155	(3,586)	-	12,569
Gross transfers between funds		(2,077)	2,077	-	-
Net income/(expenditure) for the year/ Net movement in funds		14,078	(1,509)	-	12,569
Fund balances at 1 January 2020		90,894	12,058	356,613	459,565
Fund balances at 31 December 2020		104,972	10,549	356,613	472,134

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	14		380,791		382,219
Current assets					
Stocks	15	13,777		12,195	
Debtors	16	6,563		6,527	
Cash at bank and in hand		95,731		82,946	
		116,071		101,668	
Creditors: amounts falling due within one year	17	(16,615)		(11,753)	
Net current assets			99,456		89,915
Total assets less current liabilities			480,247		472,134
Capital funds					
Endowment funds	18		356,613		356,613
Income funds					
Restricted funds	19		4,977		10,549
Unrestricted funds			118,657		104,972
			480,247		472,134

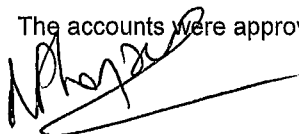
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

The Board of Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board Of Trustees on 25 April 2022



Dr M Harper
Trustee

Company Registration No. 02553905

THE LYTTTELTON WELL LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from operations	22		14,874		12,513
Investing activities					
Purchase of tangible fixed assets		(2,097)		(1,276)	
Interest received		8		48	
Net cash used in investing activities			(2,089)		(1,228)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			12,785		11,285
Cash and cash equivalents at beginning of year			82,946		71,661
Cash and cash equivalents at end of year			95,731		82,946

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

Charity information

The Lyttelton Well Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Church Street, Malvern, Worcestershire, WR14 2AY.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, the leasehold property being carried at deemed value upon endowment to the charity (Note 18). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Board of Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Board of Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Board of Trustees in furtherance of their charitable objectives.

Restricted funds represent funds received by the charity that have been given for a specific purpose imposed by the donor.

Endowed funds represent the value of buildings gifted by the Diocese on commencement of the charity.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income is recognised as an incoming resource when receivable, except insofar as when it is incapable of financial measurement.

Activities for generating funds income is recognised on receipt as this is when it becomes measurable.

Investment income is included in the SOFA in the year in which it is receivable.

Legacies are recognised when there is reasonable probability that the bequest will be received.

Government grants are recognised as an incoming resource when receivable.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The Charity is registered for VAT and accordingly expenditure is shown net of recoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold property	not applicable
Plant and machinery	over 5 to 20 years as appropriate on cost
Fixtures, fittings & equipment	over 5 to 10 years as appropriate on cost
Office machinery	over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charitable company operates a defined contribution pension scheme for eligible employees. The assets of the scheme will be held separately from those of the company in an independently administered fund. The pension cost charge represents contributions that are payable to the fund and amounted to £4,687 (2020 - £4,244). At the year end pension contributions outstanding and included in other creditors amounted to £nil (2020 - £nil).

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

2 Voluntary income

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and gifts	31,850	19,838	51,688	55,471
Legacies receivable	12,000	-	12,000	2,500
Counselling grants received	-	500	500	6,700
	<u>43,850</u>	<u>20,338</u>	<u>64,188</u>	<u>64,671</u>
For the year ended 31 December 2020	<u>40,786</u>	<u>23,885</u>		<u>64,671</u>

3 Charitable activities

	Counselling	Bookshop	Total 2021	Total 2020
	£	£	£	£
Bookshop income	-	34,955	34,955	29,292
Counselling training income	1,950	-	1,950	20
	<u>1,950</u>	<u>34,955</u>	<u>36,905</u>	<u>29,312</u>
Analysis by fund				
Unrestricted funds	-	34,955	34,955	
Restricted funds	1,950	-	1,950	
	<u>1,950</u>	<u>34,955</u>	<u>36,905</u>	

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

3 Charitable activities

(Continued)

For the year ended 31 December 2020

	Counselling	Bookshop	Total 2020
	£	£	£
Bookshop income	-	29,292	29,292
Counselling training income	20	-	20
	<u>20</u>	<u>29,292</u>	<u>29,312</u>
Analysis by fund			
Unrestricted funds	-	29,292	29,292
Restricted funds	20	-	20
	<u>20</u>	<u>29,292</u>	<u>29,312</u>

4 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Fundraising events	-	360	360	266	-	266
Café	104,527	-	104,527	68,395	-	68,395
Room letting income	10,061	2,400	12,461	10,420	2,700	13,120
Other trading activities	<u>114,588</u>	<u>2,760</u>	<u>117,348</u>	<u>79,081</u>	<u>2,700</u>	<u>81,781</u>

During the year, Great Malvern Priory contributed £4,895 (2020 - £6,214) towards the running costs of the Lyttelton Rooms under the joint Operating Agreement with the charity for use of the that building, of which £2,400 (2020 - £2,325) was restricted to the Rooms Maintenance Fund.

5 Investment income

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	<u>8</u>	<u>48</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

6 Other income

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Government grants & JRS scheme	42,355	53,397

7 Description of charitable activities

The Well Counselling

The Well Counselling is a long-established counselling service based in the centre of Great Malvern. We provide a safe, confidential place to explore issues which cause distress or difficulty.

Community Support

A chaplaincy service offers prayer and support to those who ask.

Outreach and foodbank

The Lyttelton Well is a collection and distribution centre for the Malvern Hills Foodbank.

Provision of facilities

The Lyttelton Rooms provide a venue for a variety of community related activities.

Bookshop

The provision of faith education through the operation of a bookshop to promote the advancement of Christian religion.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

8 Raising funds

	2021	2020
	£	£
<u>Fundraising and publicity</u>		
Costs of fundraising	55	71
<u>Costs of trading</u>		
Café - direct cost of goods sold	31,876	20,381
Staff costs	81,601	72,788
Depreciation and impairment	3,374	3,706
Costs of trading	116,851	96,875
<u>Share of support and governance costs</u>	39,506	35,713
	156,412	132,659

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

9 Charitable activities

	The Well Counselling	Community Support	Outreach and foodbank	Provision of facilities	Bookshop	Total 2021	Total 2020
	£	£	£	£	£	£	£
Staff costs	19,074	-	-	-	21,863	40,937	33,775
Depreciation and impairment	142	-	-	-	5	147	142
Direct expenses	5,630	-	-	-	-	5,630	4,736
Direct expenses - provision of facilities	-	-	-	5,651	-	5,651	5,978
Outreach costs	-	-	1,048	-	-	1,048	463
Sundry expenses	3,588	-	-	-	-	3,588	2,081
Cost of goods sold	-	-	-	-	20,292	20,292	17,814
IT costs	-	-	-	-	849	849	750
	<u>28,434</u>	<u>-</u>	<u>1,048</u>	<u>5,651</u>	<u>43,009</u>	<u>78,142</u>	<u>65,739</u>
Share of support costs (see note 11)	5,102	474	2,903	-	8,834	17,313	17,418
Share of governance costs (see note 11)	235	-	-	-	589	824	824
	<u>33,771</u>	<u>474</u>	<u>3,951</u>	<u>5,651</u>	<u>52,432</u>	<u>96,279</u>	<u>83,981</u>
Analysis by fund							
Unrestricted funds	5,479	474	2,903	-	52,432	61,288	
Restricted funds	28,292	-	1,048	5,651	-	34,991	
	<u>33,771</u>	<u>474</u>	<u>3,951</u>	<u>5,651</u>	<u>52,432</u>	<u>96,279</u>	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

							(Continued)
9	Charitable activities						
	For the year ended 31 December 2020						
	Unrestricted funds	4,230	905	1,601	-	47,054	53,790
	Restricted funds	23,750	-	463	5,978	-	30,191
		<u>27,980</u>	<u>905</u>	<u>2,064</u>	<u>5,978</u>	<u>47,054</u>	<u>83,981</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

10 Board Of Trustees

None of the Board of Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

11 Support costs

	Support costs	Governance costs	2021	2020	Basis of allocation
	£	£	£	£	
Staff costs	24,801	-	24,801	22,953	Activity
Insurance	4,038	-	4,038	3,483	Activity
Light and heat	6,881	-	6,881	6,725	Activity
Repairs and maintenance	3,704	-	3,704	2,410	Activity
Rates	2,266	-	2,266	1,287	Activity
Cleaning, health and safety	5,381	-	5,381	8,191	Activity
Office and communications costs	2,266	-	2,266	1,729	Activity
Volunteer costs	231	-	231	89	Activity
Bank charges	2,842	-	2,842	1,635	Activity
Computer expenses	2,390	-	2,390	1,870	Activity
General expenses	488	-	488	1,228	Activity
Audit fees	-	2,302	2,302	2,302	Governance
Legal and professional	-	53	53	53	Governance
	<u>55,288</u>	<u>2,355</u>	<u>57,643</u>	<u>53,955</u>	
Analysed between					
Trading	37,975	1,531	39,506	35,713	
Charitable activities	17,313	824	18,137	18,242	
	<u>55,288</u>	<u>2,355</u>	<u>57,643</u>	<u>53,955</u>	

12 Raising funds - support and governance costs by activity

	2021		2020	
	Café	Lettings	Café	Lettings
	£	£	£	£
Depreciation	1,391	1,983	1,530	2,176
Support costs	17,288	20,687	23,044	11,138
Governance costs	824	707	824	707
	<u>19,503</u>	<u>23,377</u>	<u>25,398</u>	<u>14,021</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

13 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Management	3	3
Staff	17	20
	<u>20</u>	<u>23</u>

Employment costs

	2021 £	2020 £
Wages and salaries	140,394	123,657
Social security costs	2,258	1,615
Other pension costs	4,687	4,244
	<u>147,339</u>	<u>129,516</u>

Included in the above are fees of £14,400 (2020: £13,140) paid for the provision of counselling services.

The average number of paid staff on a full time equivalent basis during the year was 6 (2020: 6)

There were no employees whose annual remuneration was £60,000 or more.

14 Tangible fixed assets

	Leasehold property £	Plant and machinery £	Fixtures, fittings & equipment £	Office machinery £	Total £
Cost					
At 1 January 2021	356,613	48,110	55,615	9,336	469,674
Additions	-	1,239	130	728	2,097
At 31 December 2021	<u>356,613</u>	<u>49,349</u>	<u>55,745</u>	<u>10,064</u>	<u>471,771</u>
Depreciation and impairment					
At 1 January 2021	-	29,782	48,362	9,313	87,457
Depreciation charged in the year	-	2,305	1,141	77	3,523
At 31 December 2021	<u>-</u>	<u>32,087</u>	<u>49,503</u>	<u>9,390</u>	<u>90,980</u>
Carrying amount					
At 31 December 2021	<u>356,613</u>	<u>17,262</u>	<u>6,242</u>	<u>674</u>	<u>380,791</u>
At 31 December 2020	<u>356,613</u>	<u>18,329</u>	<u>7,254</u>	<u>23</u>	<u>382,219</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

15	Stocks	2021	2020
		£	£
	Book stock	11,408	9,826
	Café and other stocks	2,369	2,369
		<u>13,777</u>	<u>12,195</u>
16	Debtors	2021	2020
		£	£
	Amounts falling due within one year:		
	Trade debtors	2,676	103
	Other debtors	1,907	1,939
	Grants receivable	-	2,677
	Prepayments and accrued income	1,980	1,808
		<u>6,563</u>	<u>6,527</u>
17	Creditors: amounts falling due within one year	2021	2020
		£	£
	Other taxation and social security	4,891	4,720
	Other creditors	9,000	4,518
	Accruals and deferred income	2,724	2,515
		<u>16,615</u>	<u>11,753</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

18 Endowment funds

	Balance at 1 January 2020	Movement in funds				Movement in funds				Balance at 31 December 2021
		Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£	£	£	£
Permanent endowments										
Capital fund	356,613	-	-	-	-	356,613	-	-	-	356,613
	<u>356,613</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>356,613</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>356,613</u>

- 32 -

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2020 £	Movement in funds			Transfers 1 January 2021 £	Balance at 1 January 2021 £	Movement in funds			Transfers £	Balance at 31 December 2021 £
		Incoming resources £	Resources expended £				Incoming resources £	Resources expended £			
Well counselling service fund	-	21,673	(23,750)		2,077	-	20,008	(28,291)		8,283	-
Counselling bursary	100	-	-		-	100	-	-		-	100
Marriage courses fund	9	-	-		-	9	-	-		-	9
Outreach food bank fund	581	2,232	(463)		-	2,350	2,640	(1,048)		(3,912)	30
Roof repair fund	3,684	-	(3,684)		-	-	-	-		-	-
Rooms maintenance fund	7,684	2,700	(2,294)		-	8,090	2,400	(5,652)		-	4,838
	12,058	26,605	(30,191)		2,077	10,549	25,048	(34,991)		4,371	4,977

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

19 Restricted funds	(Continued)
Transfers	
A transfer of £8,283 has been made from unrestricted funds to restricted funds to cover the resultant deficit on the Counselling Fund. The transfer shown on the Outreach food bank fund, represents the transfer of costs in respect of management time spent in administering the project.	
In the prior year, the funds transfer comprised, a recharge of £750 to the Counselling fund for use of facilities for the first three months of the year, and a transfer from unrestricted funds to restricted funds of £2,827 to cover the resultant deficit on the Counselling fund.	
Description of funds	
Well counselling service - This fund represents money received through donations in support of the counselling service and a grant for counselling.	
Counselling bursary - funds received to enable bursaries for individual training to be awarded.	
Marriage courses fund - This fund represents money received through donations to assist in the cost of providing marriage counselling.	
Outreach food bank fund - This fund represents money received in support of a food bank serving the local area.	
Outreach - non food bank activities - a fund to promote other outreach activities in the community.	
Roof repair fund - This fund represents money received through donations in support of the need to repair the roof of the building in the future.	
Rooms maintenance fund - This fund represents money received from the Great Malvern Priory and is matched by The Lyttelton Well Limited for the maintenance of the rooms.	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

- 35 -

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	70,369	58,198

22 Cash generated from operations

	2021 £	2020 £
Surplus for the year	8,113	12,569
Adjustments for:		
Investment income recognised in statement of financial activities	(8)	(48)
Depreciation and impairment of tangible fixed assets	3,523	3,846
Movements in working capital:		
(Increase)/decrease in stocks	(1,582)	1,705
(Increase)/decrease in debtors	(36)	650
Increase/(decrease) in creditors	4,864	(6,209)
Cash generated from operations	14,874	12,513

THE LYTTTELTON WELL LIMITED

England & Wales - Charity number 1001139

Accounts

Charity Registration No. 1001139

Company Registration No. 02553905 (England and Wales)

THE LYTTTELTON WELL LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020



THE LYTTTELTON WELL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Board Of Trustees	E.P.T. Buchanan J. Bingham B. Brickwell I. Forrester J. McNamee Dr D A Webster P Robinson JP Dr M Harper Dr G W Pooler R. Weatherill	(Appointed 9 November 2020)
Charity number	1001139	
Company number	02553905	
Registered office	Church Street Malvern Worcestershire WR14 2AY	
Auditor	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS	
Bankers	CAF Bank 25 Kings Hill West Malling Kent ME19 4JQ	
Solicitors	Whatley Recordon 12 Worcester Road Malvern Worcestershire WR14 4QU	

THE LYTTTELTON WELL LIMITED

CONTENTS

	Page
Foreword from the Chair	1
From the Head of Counselling	2
From the Business Manager	3 - 4
Board of Trustees' Report	5 - 14
Statement of Trustees' responsibilities	15
Independent auditor's report	16 - 18
Statement of financial activities	19 - 20
Balance sheet	21
Statement of cash flows	22
Notes to the accounts	23 - 39

THE LYTTTELTON WELL LIMITED

FOREWORD FROM THE CHAIR

FOR THE YEAR ENDED 31 DECEMBER 2020

The year started well. You don't need me to tell you it ended very differently. The covid-19 pandemic required us to shut down virtually all our activities. Most staff were put on furlough and income streams dried up. The AGM was postponed until the autumn, in the expectation that by then we would be 'back to normal'. At the time we believed this was realistic. Now, it looks more like wishful thinking than optimism.

The Board were very conscious of the need to focus on our charitable aims, rather than the activities we were currently undertaking to fulfil them. Trustees who were due to stand down agreed to serve an extra year, so that we maintained consistency. (That has resulted in a larger than normal turnover in 2021 and we are grateful to all those who have stepped up to fill the vacancies).

Enormous thanks are due to Matthew Jordan and John Berry who have kept working throughout. They have been incredible in ensuring that safety regulations are in place and appropriate government and other grants have been obtained. When we were allowed to open the café, Catherine Holmes ensured that we could observe distancing and serve customers safely. The bookshop was moved into what had been the counselling suite, as the counselling moved to an on-line system. Kate Hill has worked tirelessly to achieve this and ensured that our counsellors received relevant training for their new way of interacting with clients. The opportunity was taken for volunteers to paint and decorate and our thanks go to them. The newsletter was developed to keep in touch with the Well Community. Many thanks to Doreen Miccio for her sterling work on that.

Even during lockdown, The Well remained a collection and distribution point for The Foodbank, helping to ensure that we met the needs of those in greatest hardship.

King Jehoshaphat, faced with an attack by an overwhelming force, prayed "We do not know what to do, but our eyes are on you." (2 Chronicles 20 v12). Those words seem very applicable to us in a very different situation, as we seek to be God's people in our town.

The Board of Trustees wish to thank all those who have supported and contributed to the success of The Lyttelton Well. Please continue to pray and work with us to build God's Kingdom in Malvern.

Peter Buchanan

Chairman

THE LYTTTELTON WELL LIMITED

FROM THE HEAD OF COUNSELLING

FOR THE YEAR ENDED 31 DECEMBER 2020

The first quarter of 2020 saw the successful implementation of a new assessment system. This has proved to be very efficient, and all new clients have a one-hour consultation with a senior counsellor prior to being accepted for counselling. The first lockdown in March 2020 came just as all the necessary paperwork was in place and consultations had already been booked ahead into May 2020.

I decided to close the Well Counselling on March 13th 2020 as it became apparent that it was no longer safe for clients and counsellors to meet in person. To bring a sudden halt to counselling is not an easy decision to make, it affects every client to varying degrees, and some clients felt unable to make the transition to online and phone counselling when we opened online and by phone on May 1st, 2020. It took some months to make sure that all our procedures, including client allocation, were fit for purpose for the new online environment.

Jane Harper decided to step down as client co-ordinator, and we are most grateful to Jane for the time and commitment given over many years. We also owe a huge debt of gratitude to Jenny Bull our administrator, on whom we relied for her quiet competence in keeping all our paperwork and systems in good order.

As the summer of 2020 progressed it became clear that the move to online counselling had been a wise one. Client numbers grew, as did counsellor numbers, and new students replacing those who had graduated. By the Autumn we had 28 counsellors and a growing waiting list of clients. Zoom sessions became the norm, as did monthly online CPD training. This was where we met as a team, for fellowship and training, welcoming those new to the team. Running an online counselling service but with old systems of paperwork and procedures has led us to seek an online system to replace the old way of doing things. Other agencies have done the same, and we are grateful to Frances Anderson for the research that she has undertaken, to help ensure we have the most suitable online system for our current and future needs. Frances has also relaunched the Listening Skills courses and runs our CPD Training.

It has been a daunting task to replicate the busy counselling suite online. Client allocation is a key task and I am supported in all that I do on a daily basis by Kathleen Horwood, our Well Counselling Administrator. Kathleen's role has expanded in the past year, and she is extremely able and very competent.

When the Lyttelton Well itself was closed, apart from the foodbank, I received unfailing support from Matthew Jordan and John Berry in the office. Our small disparate team were held together by a belief in the work we were doing, the value of counselling in dark times, and a vision for a post-covid future. In the first few months of 2021 client enquiries have been at a rate of almost one a day. In March we gave 237 sessions to 75 clients. The need for professional affordable counselling has never been greater.

Financially we are unable to sustain the current single donation-based model. The proposal is to move to a bursary funded model for those clients who have little or no income, alongside a fee-based model for those able to pay. It is vital that we ensure the continuing stability of the Well Counselling, and I believe we can do this by an efficient online administrative system plus a dual funding model as we go forward post-covid. At present there is no move towards returning to the counselling suite, until such time as it is absolutely safe to do so.

Our Well Counselling report of 2019 described an efficient and busy counselling service being run as an important outreach of the Lyttelton Well. It is with grateful thanks for our survival that I write this report of 2020. We had no idea what was coming, but we have been able to meet the challenges, and emerge now with a sense of optimism for a secure future.

Kate Hill

Head of Counselling

THE LYTTTELTON WELL LIMITED

FROM THE BUSINESS MANAGER

FOR THE YEAR ENDED 31 DECEMBER 2020

Finances

The past year has unsurprisingly been dominated by the Covid-19 pandemic. As a hospitality provider, retailer, counselling service and hirer of rooms, our activities were particularly affected by social distancing requirements, and, as a result, our café sales were down over 50% from 2019, bookshop sales were over 40% lower, room hire income was down 60% and counselling donations more than 40% lower. In total our income from these sources fell over £122,000 in 2020 compared to 2019.

However, on the income side we did also benefit from additional funding due to:

- an increase in unrestricted donations from £31,413 in 2019 to £38,286 in 2020;
- two legacies totalling £2500;
- £6700 in funding from grant-making bodies in support of The Well Counselling (see further details in the Trustees Annual Report); and
- £53,397 in UK Government coronavirus support comprising £28,400 in retail hospitality grants and £24,997 under the coronavirus job retention scheme.

On the expense side, in addition to lower direct cost of sales in the café and bookshop, we made savings on:

- employment costs, which were over £12,500 lower, despite no staff being made redundant, including voluntary reductions to wages by senior management staff of over £6000; and
- most other support cost headings, including £6300 in savings as a result of bringing our cleaning in-house.

Overall, as a result of careful management of costs, significant individual and corporate generosity, and central government support, we ended the year with a surplus of £12,569. However, with the long lockdown at the start of 2021, uncertainty over reopening, including restart costs, and continuing social distancing requirements, these are funds which will be required as we return to more normal operations over the course of 2021.

Charitable activities in the local community

We were delighted to be able to reopen our counselling service online instead of in person in May thanks to a large amount of hard work by the leadership in that department. In 2020 we provided over 1800 counselling sessions, over 1300 of which were online.

We continued to act as a collection and distribution agency for the Malvern Hills Foodbank throughout the year without any break in services and ultimately processed 230 food bank vouchers for 549 people. This represented 17% of the foodbank's total for the year, and a 60% increase in people provided for through the Well compared to 2019.

Voluntary work

We are tremendously grateful to all those who continued to work in the Well throughout the pandemic, including café and bookshop volunteers, our redecorating team, counsellors and staff. In particular, those volunteers who worked in public-facing and cleaning roles in the café and bookshop undertook significant risk to themselves in doing so and we are thankful for this selfless support of the charity during a very difficult time.

In addition, to address concerns over volunteer welfare and the continued cohesion of our own Well community as a result of isolation, lockdowns, and changes in working practices, we started a weekly newsletter to keep in regular contact, which has run since the first lockdown. We are again most grateful to all those who contributed to this community project and for the large number of volunteer hours involved in producing it.

Finally, our chaplaincy service, offering a daily listening ear, was significantly affected by social distancing requirements, and also saw the retirement of our long-serving chaplain Rev Chris Copeland and his wife Joan after many years of dedicated service in the role. However, we were very happy to welcome his replacement Rev Jeff Saunders to this vital position in the life of the charity.

THE LYTTTELTON WELL LIMITED

FROM THE BUSINESS MANAGER

FOR THE YEAR ENDED 31 DECEMBER 2020

For many of us 2020 may have been one of the most challenging years of our lives, but we end the year stronger as a consequence of having faced those challenges and overcome them. In the words of Peter the Apostle, *And the God of all grace, who called you to his eternal glory in Christ, after you have suffered a little while, will himself restore you and make you strong, firm and steadfast. To him be the power for ever and ever. Amen.*

Matthew Jordan
Business Manager

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The Board of Trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Charity's objectives as set out in the Memorandum of Association are

- i) the advancement of the Christian religion by spreading the Gospel of Jesus Christ;
- ii) the relief of poverty, sickness and distress;
- iii) the relief and rehabilitation of the mentally ill and of disabled persons;
- iv) the relief of the aged;
- v) the promotion of charitable work of churches in Malvern.

In furtherance of these objectives the charitable company operates retail outlets, hires out premises, provides philanthropic services of care for the disadvantaged, and follows other policies as laid down in the Memorandum of Association. There has been no change in these objectives during the year.

As a charity The Lyttelton Well Limited provides a public benefit to the local community by operating the Counselling Service which continues to deal with a large number of clients and has an ongoing programme of training to ensure the counsellors maintain the standards required by the profession. This important service continues to be funded by The Lyttelton Well Limited and through restricted donations.

The Board of Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

Fulfilling our charitable objectives

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcome of our work in the previous twelve months. The review looks at the success of each key activity and how the work in those activities has helped us to further our charitable objectives. The results of this review are set out in this report.

The advancement of the Christian religion by spreading the Gospel of Jesus Christ

The bookshop continues its presence in the Lyttelton Well complex, although moved part way through the year from the Church Street shop front space it has held for over 25 years to the currently vacant counselling suite. This new temporary location facing the Priory grounds is welcoming to passers-by in the church yard, offering Christian answers to those with questions about life, faith, belief and spirituality, as well as providing a service to local churches.

In the café, we also continue to provide a welcoming environment where the values of our Christian faith are felt by all those who enter, and where people of all kinds, including those who are lonely or troubled in various ways, can feel comfortable and at home. Our volunteers and staff, from over 20 churches, are key to this. In the second half of the year, due to social distancing regulations in the colder months, we expanded the café to cover the whole of the ground floor of the new building so that it currently faces onto the high street.

Meanwhile, the counselling service, where all qualified counsellors are Christians, provides a practical outworking of our faith and in doing so also positively advertises Christianity as a faith in the local community. Christian Counselling is also available to those clients who request it. From May 2020 we successfully moved our counselling online so that we are able to continue to offer this outreach service.

Up until the outbreak of the pandemic the chaplaincy team also provided a pastoral presence on an almost daily basis in the bookshop and the café, as described in more detail below. As a result of the new regulations this had to necessarily be curtailed, but we are looking forward to having the chaplaincy presence again on site once we are able.

Similarly, some of the other activities we would typically take part in - bookstalls at various events including the Three Counties Show, prayer events such as Thy Kingdom Come, and prayer meetings in the prayer room and café, have not been possible on site since the outbreak of the pandemic. However, we do still hold our daily prayers before we open the café at 10am each day. And in addition, we maintain our close contacts with Churches Together in Malvern, and our bookshop manager is currently a member of the executive committee.

We are also a collection point for second hand Christian books. Many boxes of books, about 120 boxes per year are provided to the Christian Book Aid charity, who distribute Bibles and Christian books for the advancement of Christianity, educational purposes and the relief of the aged, poor, sick and disabled both in the UK and abroad, mainly in Africa.

At the end of 2020 we participated as usual as a collection point for Samaritan's Purse Operation Christmas Child and collected 79 shoe boxes on their behalf, although this was over 50% down on previous years.

During the year we also developed a new weekly community newsletter to keep in touch with our volunteer community during periods of lockdown and isolation. This typically includes news from the charity, articles on particular aspects of our faith, promotion of Christian events in the local community, including in the past year online events, and articles from our member churches. This newsletter has a distribution of over 200 people including both Christian and non-Christian.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

The relief of poverty, sickness and distress

The counselling service provides a free, skilled, professional service to those in need of help for a variety of reasons including anxiety, bereavement, stress, relationship problems and many other issues. In 2020, despite the pandemic, we were able to offer over 1800 sessions, over 1300 of which were online or over the telephone.

In addition to the counselling service we would typically operate a chaplaincy service which offers Christian pastoral care by more than 10 volunteers with a pastoral or counselling background. Because our counselling service is not available at short notice, the chaplaincy team provide a very valuable service when people arrive on our premises in a distressed state and would like someone to talk to at short notice. Additionally, as there is a chaplaincy member on site almost daily, we can have many beneficial conversations with members of the public on an informal basis. In 2020 this standard service was only possible in the first two months of the year, but we did continue to offer telephone chaplaincy to anyone in specific need during the course of the year.

As noted above, the café also provides relief to many people, including members of the local community who are lonely or troubled as it is a place where they can be sure of a warm, friendly welcome.

During 2020 we have continued our very active partnership with the Malvern Hills Foodbank, for whom we act as collection and distribution point. We supplement all foodbank distributions with fresh milk, butter and bread. During 2020 we also partnered with the Foodbank to provide free hot meals and refreshments from our café to those in need. Over the course of the year we processed 230 food bank vouchers and provided food parcels for 549 people, which was 17% of the foodbank's total voucher processing.

We also provide rooms free of charge to some groups where there is a direct link to our charitable objectives.

The relief and rehabilitation of the mentally ill and of disabled persons

The café and bookshop are staffed primarily by about 100 skilled and passionate volunteers, without whom we could not continue to exist, and these volunteers give the Lyttelton Well a great diversity that is rarely seen in other similar establishments. Each café shift has its own unique character and provides something different. Among these kind volunteers we are able to provide a friendly environment to help people to participate actively and successfully in society where the opportunity might otherwise be difficult to find. We can also help people to rehabilitate their lives and return to an active role in society, with work at the Well as an early step. During 2020, we have continued to work with Bridge Training and Development to provide regular work experience in the café.

Further, we are able to indirectly satisfy this objective by providing the space in the Lyttelton Rooms to a number of groups who directly work with the mentally ill or disabled, including Parkinson's UK, Malvern Special Families, Guide Dogs for the Blind and others, although this activity has necessarily been curtailed during 2020.

The relief of the aged

The café continues to be a favourite in Malvern for older people, while providing a welcoming environment for people of all ages.

Additionally, we again provide indirect relief through the provision of our rooms for exercise classes for the active elderly, and other similar groups.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

The promotion of charitable work of the Churches in Malvern

The Lyttelton Well works closely with Churches Together in Malvern and our bookshop manager is currently a member of their executive committee.

Additionally, we provide the rooms to our member churches for use as needed, advertise events in our new noticeboard outside the bookshop and promote them through the Events Calendar on our website.

Our newly developed weekly newsletter also gives all our member churches a platform to connect to other members of our community. We follow the Churches Together in Malvern prayer rota to allow a focus on each church as its week in the prayer rota takes place.

In normal years, although not 2020, the rooms are provided each year on an extensive basis during the summer to Lifepath Malvern and separately to the Chernobyl Children's Life Line which are both operated by a Malvern-wide group of churches.

Financial review

Results

During the year incoming resources totalled £229,209 (2019 – £288,713 and resources expended amounted to £216,640 (2019 - £286,676), leaving a surplus for the year of £12,569 (2019 - surplus of £2,037). This leaves a total reserves figure at 31 December 2020 of £472,134 (2019 - £459,565) of which £104,972 are unrestricted funds (2019 – £90,894), £10,549 are restricted funds (2019 - £12,058) and £356,613 are endowment funds (2019 - £356,613).

Reserves policy

It is the policy of the Charity that funds which have not been received as restricted for a specific use should be maintained at a level equivalent of between three and six months' expenditure. The Trustees of the Charity consider that reserves at this level will ensure that, in the event of a significant drop in funding or unexpectedly large expense, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

Budgeted expenses, including bookshop and café cost of sales, for a normal year fully operational year are estimated at £298,119. On this basis, reserves of between £74,530 and £149,060 are required.

Immediately liquid assets of current assets less stock less current liabilities amount to £77,720 at the end of the year, which is at the lower end of the target level. If bookshop stock, which is designated as a current asset, but is slow-moving by its nature, is included, the resulting total net current assets figure is £89,915.

As a further indicator of the sufficiency of reserves, if UK government Covid-19 grant support had not been received in 2020 in the form of retail grants and the job retention scheme, the Charity would have recorded a deficit for the year of £40,828, so current reserves would have been sufficient to allow the charity to have survived the pandemic whilst allowing some rebuilding funds.

The charity will continue to aim to maintain its reserves at the current policy level.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

Principal Funding Sources

The café produced a deficit of £24,744 (2019 – surplus of £16,084) after cost of sales and directly attributable salaries, while the bookshop produced a deficit of £6,114 (2019 – deficit of £334) on the same basis. After allocating support costs, governance costs and depreciation, the café produced a deficit of £50,172 (2019 - £9,762) and the bookshop produced a deficit of £17,762 (2019 - £13,672).

Letting income from the Lyttelton Rooms in 2020 was £13,120 (2019 - £32,707). After allocation of roof repair and rooms maintenance costs (£5,978), support costs, governance costs and depreciation, the lettings function contributed a deficit of £6,879 (2019 – surplus of £4,236).

In 2020, the counselling department income was £21,673, down from £28,292 in 2019, which resulted in a deficit after direct expenses of £2,077 (2019 - £7,730). After taking into account allocations of support costs, governance costs and depreciation, the counselling department contributed a total deficit of £6,307 compared to a deficit of £12,825 in 2019.

During 2020, counselling department income benefitted from the following £6,700 in grants in support of the service:

£3000 from Worcestershire Community Fund

£3000 from Coronavirus Community Support Fund

£500 from Tesco Bags of Help

£200 from Malvern Hills District Council Ward Budget Scheme (Cllr Beverley Nielsen)

Unrestricted donations in 2019 were £38,286, up from £31,413 in 2019. The current year donations can be broken down as follows:

- regular, mainly monthly, standing orders of £12,955 (2019 - £11,709)
- various ad hoc donations of £16,218 (2019 - £8,141)
- PAWS (pound a week scheme) of £2,384 (2019 - £2,981)
- small donations to collection tins of £1,510 (2019 - £4,060)
- gift aid of £5,219 (2019 - £4,522)

The charity received two legacies totalling £2,500 in 2019 (2019 - £736).

In 2020, our fundraising totals fell to £266 from £2,679 in 2019.

The charity received £53,397 in UK Government coronavirus support comprising £28,400 in retail hospitality grants and £24,997 under the coronavirus job retention scheme.

Governance and support expenses

Allocable governance and support expenses incurred in the year fell to £53,955 compared to £67,388 in 2019.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 DECEMBER 2020*

Investment policy

The charity's attitude towards investment risk is low. As such, investments are mainly in cash. Specific limits and guidelines as given in the charity's investment policy are:

- £20,000 must be maintained in cash at all times;
- the next £10,000 may be invested in term cash deposits with emergency access;
- the next £10,000 may be invested in long-term investments with emergency access;
- beyond the sum of these investments (£40,000) the only restriction is that, up to the lower reserve limit, long term investments should not exceed 1/3 of total investments.

A segregated bank account is maintained for counselling transactions.

During 2020, the charity only held cash, but options for other types of investment will be revisited as part of our annual review.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

Plans for the future

The Trustees consider the charity's ongoing needs at each of their meetings, which are held every two months. The charity also holds occasional vision days in which its aims and activities are prayerfully considered.

In addition, the charity's risk assessment is reviewed annually.

Areas of required future focus as assessed by the Trustees are given below. These have not changed greatly from last year.

1. Trustee support roles

The Board of Trustees recognizes the need for individual trustees to take on definite governance roles to provide support to and oversight of the staff and volunteers, as well as the Head of Counselling. The Board also recognizes that they have skills gaps in some areas and continues to seek to remedy this by recruiting new members with the skills to oversee all important areas of governance. To help with this the Trustees conducted a skills audit of existing members of the Board.

2. Increasing the effective use of the charity's buildings in support of its objectives and financial stability

The Lyttelton Rooms are a great resource, but continue to be somewhat underutilized. Further, the PCC of Great Malvern Priory has an interest in the Lyttelton Well complex as the charity's landlord and that interest is being taken into closer consideration as a result of the Priory Plan.

The trustees continue to consider:

- the financial viability of The Lyttelton Rooms, considering existing maintenance requirements, including those identified in the quinquennial survey of the building;
- further opportunities for the expansion of the Counselling Department into new areas, notably the provision of training courses in Counselling as a profession;
- potential reorganization of operations of the Charity into different spaces;
- opportunities for outreach; and
- opportunities for fundraising.

In the case of the last two items, we will also explore opportunities for working more closely together on joint projects with Great Malvern Priory, our member churches and Churches Together in Malvern to improve the usage of the facilities.

3. Creation of a team to develop outreach opportunities

The charity aims to create a small team to develop outreach and discipleship, evangelism and healing. This has been a goal for a few years and continues to be a goal for 2021 and beyond. This group will consider whether the charity's assets can be utilized more effectively for outreach purposes in fulfilment of its charitable objectives.

4. Fundraising

The trustees are aware that the financial position of the charity remains finely balanced as discussed in the financial review above, with reserves at a marginal level and a reliance on donations.

To allow the charity to achieve its goals, further development of fundraising is required, and in particular fundraising which has a church community, wider community or social benefit. Ideally the aim is to combine fundraising with furtherance of our charitable objectives.

THE LYTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

5. Counselling department funding

To provide greater stability of counselling income and to facilitate fundraising, the trustees are considering options to restructure the funding model for the Charity's counselling operations into a dual system where clients who are able to pay an agreed fee do so whilst counselling is still made available to all irrespective of financial position from a bursary fund. The charity aims to apply for further grants in 2021 to contribute to this bursary fund.

6. Volunteer recruitment

We will organize a programme of church visits and other promotional literature to recruit new volunteers for the café in particular. The trustees recognize the value of the Charity's volunteer body to its ethos, environment and quality of service, and look to strengthen existing volunteer numbers in the year to come.

7. Capital expenditure and maintenance

During 2020, a group of volunteers continued to work on upgrading the interior of The Lyttelton Rooms.

In 2021, the following capital expenses are current priorities:

- Repairing the flat roof of the Lyttelton Rooms clock tower; and
- Addressing other matters raised in the most recent quinquennial review.

Longer term we will also need to:

- Redecorate/replace the Main Hall kitchen; and
- Replace and relocate the Lyttelton Rooms main boiler with a more energy-efficient version.

All such work is reliant upon the Charity having sufficient funds to finance the work in line with its reserves policy.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management

The charity, incorporated on 31st October 1990, is a company limited by guarantee governed by its memorandum and articles of association. The company is a registered charity. There is an endowment fund that reflects the Lyttelton Well buildings that will revert to the Diocese on vacation.

The Board of Trustees (directors) is appointed by the members in general meeting.

The Board of Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

E.P.T. Buchanan

J. Bingham

B. Brickwell

I. Forrester

J. McNamee

Dr D A Webster

P Robinson JP

(Appointed 9 November 2020)

Dr M Harper

G Pooler

R Weatherill

None of the Board of Trustees has any beneficial interest in the company. All of the Board of Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The members govern the general policy of the Company. The Board of Trustees directs the the charitable company's affairs in such a way to promote its objects. The day to day business of the company is managed by the Business Manager M Jordan and the Bookshop Manager J Berry.

There are no specific restrictions imposed by the governing document concerning the way the charity can operate.

THE LYTTTELTON WELL LIMITED

BOARD OF TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020

Recruitment and Appointment of Board of Trustees

A list of necessary business, governance, counselling and outreach skills is maintained and reviewed each year as part of the annual risk assessment. Individual Trustee responsibilities are identified and allocated based on each member's particular skills. Where the necessary mix of skills is found to be lacking, for example due to retirements, individuals are approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most new Trustees (directors) are already familiar with particular aspects of the practical work of the charity as volunteers and/or company members.

Additionally, the chairman of the Board of Trustees briefs each new Trustee on the legal obligations of the Board of Trustees (directors), the main documents which set out the operation framework of the charity, the current financial position and the charity's future plans and objectives. To supplement this induction, new Trustees are provided with a copy of the Charity Commission's publication "The Essential Trustee", as well as a copy of Memorandum and Articles of Association and the latest financial statements.

Risk Management

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. This risk assessment is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. The charity's strategic plan is reviewed annually to ensure there is sufficient diversification of activities and funding. Internal control risks are minimized by the implementation of procedures for authorization of all transactions and projects. The charity has procedures in place to ensure compliance with health and safety legislation affecting staff, customers and visitors. These procedures are reviewed annually. The charity has a policy for the protection of children and vulnerable adults. This policy is reviewed annually.

Asset cover for funds

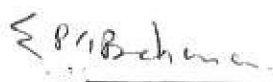
Note 20 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Auditor

The auditor, Kendall Wadley LLP, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

This report is prepared in accordance with the provisions available to small companies contained within the Companies Act 2006.

The Trustees' report was approved by the Board Of Trustees.



E.P.T. Buchanan

Trustee

Dated: 10 May 2021

THE LYTTTELTON WELL LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees, who are also the directors of The Lyttelton Well Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Board of Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 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 and other irregularities.

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Opinion

We have audited the financial statements of The Lyttelton Well Limited (the 'Charity') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Board of Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Board of Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Board of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Board of Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board of Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Board of Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- an understanding of the risk assessment process (including the assessment of the risk of fraud) adopted by the Board is obtained and their attitude to risk ascertained
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made
- it is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the charitable company

THE LYTTTELTON WELL LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE BOARD OF TRUSTEES OF THE LYTTTELTON WELL LIMITED

Audit response to risks identified

The information obtained through the assessment to risk procedures is reviewed and the following work undertaken:

- processes to test the outcomes of our assessment include, a review of Board minutes, analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.

- an understanding of the legal and regulatory framework as applicable to the charitable company is obtained together with knowledge of the procedures put in place by the charitable company in order to comply with the same

- it is established if there have been any instances of non-compliance with applicable laws and regulations, for this entity regulations focus on Safeguarding through dealing with the vulnerable, and Food and Hygiene requirements for the operation of the Cafe facilities. Where there are such breaches, a full understanding, including gathering of relevant documentation appertaining to the event is obtained and assessed

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Elizabeth Needham ACA CTA (VAT) (Senior Statutory Auditor)
for and on behalf of Kendall Wadley LLP

10 May 2021

Chartered Accountants
Statutory Auditor

Granta Lodge
71 Graham Road
Malvern
Worcestershire
WR14 2JS

Kendall Wadley LLP is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

Current financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £	Total 2019 £
	Notes					
<u>Income and endowments from:</u>						
Voluntary income	2	40,786	23,885	-	64,671	59,808
Charitable activities	3	29,292	20	-	29,312	52,807
Other trading activities	4	79,081	2,700	-	81,781	176,015
Investment income	5	48	-	-	48	83
Other income	6	53,397	-	-	53,397	-
Total income		202,604	26,605	-	229,209	288,713
<u>Expenditure on:</u>						
Raising funds	8	132,659	-	-	132,659	177,028
Charitable activities	9	53,790	30,191	-	83,981	109,648
Total resources expended		186,449	30,191	-	216,640	286,676
Net incoming/(outgoing) resources before transfers		16,155	(3,586)	-	12,569	2,037
Gross transfers between funds	19	(2,077)	2,077	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		14,078	(1,509)	-	12,569	2,037
Fund balances at 1 January 2020		90,894	12,058	356,613	459,565	457,528
Fund balances at 31 December 2020		104,972	10,549	356,613	472,134	459,565

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

		Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total 2019 £
	Notes				
<u>Income and endowments from:</u>					
Voluntary income	2	32,149	27,659	-	59,808
Charitable activities	3	50,057	2,750	-	52,807
Other trading activities	4	172,415	3,600	-	176,015
Investment income	5	83	-	-	83
Total income		254,704	34,009	-	288,713
<u>Expenditure on:</u>					
Raising funds	8	177,028	-	-	177,028
Charitable activities	9	69,839	39,809	-	109,648
Total resources expended		246,867	39,809	-	286,676
Net incoming/(outgoing) resources before transfers		7,837	(5,800)	-	2,037
Gross transfers between funds		(5,222)	5,222	-	-
Net income/(expenditure) for the year/ Net movement in funds		2,615	(578)	-	2,037
Fund balances at 1 January 2019		88,279	12,636	356,613	457,528
Fund balances at 31 December 2019		90,894	12,058	356,613	459,565

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE LYTTTELTON WELL LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	14		382,219		384,789
Current assets					
Stocks	15	12,195		13,900	
Debtors	16	6,527		7,177	
Cash at bank and in hand		82,946		71,661	
		101,668		92,738	
Creditors: amounts falling due within one year	17	(11,753)		(17,962)	
Net current assets			89,915		74,776
Total assets less current liabilities			472,134		459,565
Capital funds					
Endowment funds	18		356,613		356,613
Income funds					
Restricted funds	19		10,549		12,058
Unrestricted funds			104,972		90,894
			472,134		459,565

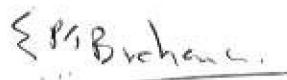
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020, although an audit has been carried out under section 144 of the Charities Act 2011.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

The Board of Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Board Of Trustees on 10 May 2021


E.P.T. Buchanan
Trustee

Company Registration No. 02553905

THE LYTTTELTON WELL LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	22		12,513		9,542
Investing activities					
Purchase of tangible fixed assets		(1,276)		(4,435)	
Interest received		48		83	
Net cash used in investing activities			(1,228)		(4,352)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			11,285		5,190
Cash and cash equivalents at beginning of year			71,661		66,471
Cash and cash equivalents at end of year			82,946		71,661

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

The Lyttelton Well Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Church Street, Malvern, Worcestershire, WR14 2AY.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, the leasehold property being carried at deemed value upon endowment to the charity (Note 18). The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Board of Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Board of Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Board of Trustees in furtherance of their charitable objectives.

Restricted funds represent funds received by the charity that have been given for a specific purpose imposed by the donor.

Endowed funds represent the value of buildings gifted by the Diocese on commencement of the charity.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Voluntary income is recognised as an incoming resource when receivable, except insofar as when it is incapable of financial measurement.

Activities for generating funds income is recognised on receipt as this is when it becomes measurable.

Investment income is included in the SOFA in the year in which it is receivable.

Legacies are recognised when there is reasonable probability that the bequest will be received.

Government grants are recognised as an incoming resource when receivable.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.5 Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the SOFA. The Charity is registered for VAT and accordingly expenditure is shown net of recoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold property	not applicable
Plant and machinery	over 5 to 20 years as appropriate on cost
Fixtures, fittings & equipment	over 5 to 10 years as appropriate on cost
Office machinery	over 3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charitable company operates a defined contribution pension scheme for eligible employees. The assets of the scheme will be held separately from those of the company in an independently administered fund. The pension cost charge represents contributions that are payable to the fund and amounted to £4,244 (2019 - £4,308). At the year end pension contributions outstanding and included in other creditors amounted to £nil (2019 - £nil).

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Voluntary income

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Donations and gifts	38,286	17,185	55,471	59,072
Legacies receivable	2,500	-	2,500	736
Counselling grants received	-	6,700	6,700	-
	<u>40,786</u>	<u>23,885</u>	<u>64,671</u>	<u>59,808</u>
For the year ended 31 December 2019	<u>32,149</u>	<u>27,659</u>		<u>59,808</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

3 Charitable activities

	Counselling	Bookshop	Total 2020	Total 2019
	£	£	£	£
Bookshop income	-	29,292	29,292	49,877
Ancillary trading income	20	-	20	2,930
	<u>20</u>	<u>29,292</u>	<u>29,312</u>	<u>52,807</u>
Analysis by fund				
Unrestricted funds	-	29,292	29,292	
Restricted funds	20	-	20	
	<u>20</u>	<u>29,292</u>	<u>29,312</u>	

For the year ended 31 December 2019

	Counselling	Bookshop	Total 2019
	£	£	£
Bookshop income	-	49,877	49,877
Ancillary trading income	2,930	-	2,930
	<u>2,930</u>	<u>49,877</u>	<u>52,807</u>
Analysis by fund			
Unrestricted funds	180	49,877	50,057
Restricted funds	2,750	-	2,750
	<u>2,930</u>	<u>49,877</u>	<u>52,807</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

4 Other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Fundraising events	266	-	266	2,679	-	2,679
Café	68,395	-	68,395	140,129	-	140,129
Room letting income	10,420	2,700	13,120	29,107	3,600	32,707
Training	-	-	-	500	-	500
Other trading activities	79,081	2,700	81,781	172,415	3,600	176,015

During the year, Great Malvern Priory contributed £6214 (2019 - £9871) towards the running costs of the Lyttelton Rooms under the joint Operating Agreement with the charity for use of the that building, of which £2325 (2019 - £2100) was restricted to the Rooms Maintenance Fund.

5 Investment income

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Interest receivable	48	83

6 Other income

	Unrestricted funds	Total
	2020 £	2019 £
Government grants & JRS scheme	53,397	-

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

7 Description of charitable activities

The Well Counselling

The Well Counselling is a long-established counselling service based in the centre of Great Malvern. We provide a safe, confidential place to explore issues which cause distress or difficulty.

Community Support

A chaplaincy service offers prayer and support to those who ask.

Outreach and foodbank

The Lyttelton Well is a collection and distribution centre for the Malvern Hills Foodbank.

Provision of facilities

The Lyttelton Rooms provide a venue for a variety of community related activities.

Bookshop

The provision of faith education through the operation of a bookshop to promote the advancement of Christian religion.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

8 Raising funds

	2020	2019
	£	£
<u>Fundraising and publicity</u>		
Costs of fundraising	71	1,136
<u>Costs of trading</u>		
Café - direct cost of goods sold	20,381	46,895
Staff costs	72,788	77,150
Depreciation and impairment	3,706	3,904
Costs of trading	96,875	127,949
<u>Share of support and governance costs</u>	35,713	47,943
	132,659	177,028

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

9 Charitable activities

	The Well Counselling	Community Support	Outreach and foodbank	Provision of facilities	Bookshop	Total 2020	Total 2019
	£	£	£	£	£	£	£
Staff costs	16,933	-	-	-	16,842	33,775	40,100
Depreciation and impairment	131	-	-	-	11	142	183
Direct expenses	4,736	-	-	-	-	4,736	10,029
Direct expenses - provision of facilities	-	-	-	5,978	-	5,978	200
Outreach costs	-	-	463	-	-	463	1,317
Sundry expenses	2,081	-	-	-	-	2,081	4,624
Cost of goods sold	-	-	-	-	17,814	17,814	29,493
IT costs	-	-	-	-	750	750	657
Suite costs	-	-	-	-	-	-	3,600
	<u>23,881</u>	<u>-</u>	<u>463</u>	<u>5,978</u>	<u>35,417</u>	<u>65,739</u>	<u>90,203</u>
Share of support costs (see note 10)	3,864	905	1,601	-	11,048	17,418	17,797
Share of governance costs (see note 10)	235	-	-	-	589	624	1,648
	<u>27,980</u>	<u>905</u>	<u>2,064</u>	<u>5,978</u>	<u>47,054</u>	<u>83,981</u>	<u>109,648</u>
Analysis by fund							
Unrestricted funds	4,230	905	1,601	-	47,054	53,790	
Restricted funds	23,750	-	463	5,978	-	30,191	
	<u>27,980</u>	<u>905</u>	<u>2,064</u>	<u>5,978</u>	<u>47,054</u>	<u>83,981</u>	

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

9	Charitable activities						(Continued)
For the year ended 31 December 2019							
	Unrestricted funds	5,095	559	636	-	63,549	69,839
	Restricted funds	36,022	-	1,317	2,470	-	39,809
		<u>41,117</u>	<u>559</u>	<u>1,953</u>	<u>2,470</u>	<u>63,549</u>	<u>109,648</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

10 Support costs

	Support costs	Governance costs	2020	2019	Basis of allocation
	£	£	£	£	
Staff costs	22,953	-	22,953	24,833	Activity
Insurance	3,483	-	3,483	3,430	Activity
Light and heat	6,725	-	6,725	9,350	Activity
Repairs and maintenance	2,410	-	2,410	4,067	Activity
Rates	1,287	-	1,287	2,755	Activity
Cleaning, health and safety	8,191	-	8,191	13,035	Activity
Office and communications costs	1,729	-	1,729	1,846	Activity
Volunteer costs	89	-	89	358	Activity
Bank charges	1,635	-	1,635	1,711	Activity
Computer expenses	1,870	-	1,870	2,114	Activity
General expenses	1,228	-	1,228	382	Activity
Audit fees	-	2,302	2,302	2,303	Governance
Legal and professional	-	53	53	1,204	Governance
	<u>51,600</u>	<u>2,355</u>	<u>53,955</u>	<u>67,388</u>	
Analysed between					
Trading	34,182	1,531	35,713	47,943	
Charitable activities	17,418	824	18,242	19,445	
	<u>51,600</u>	<u>2,355</u>	<u>53,955</u>	<u>67,388</u>	

11 Raising funds - support and governance costs by activity

	Café	2020 Lettings	Café	2019 Lettings
	£	£	£	£
Depreciation	1,530	2,176	1,587	2,317
Support costs	23,044	11,138	22,751	23,333
Governance costs	824	707	1,508	351
	<u>25,398</u>	<u>14,021</u>	<u>25,846</u>	<u>26,001</u>

12 Board Of Trustees

None of the Board of Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

13 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Management	3	3
Staff	20	22
	<u>23</u>	<u>25</u>

Employment costs

	2020 £	2019 £
Wages and salaries	123,657	134,259
Social security costs	1,615	3,517
Other pension costs	4,244	4,307
	<u>129,516</u>	<u>142,083</u>

Included in the above are fees of £13,140 (2019: £14,040) paid for the provision of counselling services.

The average number of paid staff on a full time equivalent basis during the year was 6 (2019: 6)

There were no employees whose annual remuneration was £60,000 or more.

14 Tangible fixed assets

	Leasehold property £	Plant and machinery £	Fixtures, fittings & equipment £	Office machinery £	Total £
Cost					
At 1 January 2020	356,613	47,013	55,437	9,336	468,399
Additions	-	1,098	178	-	1,276
	<u>356,613</u>	<u>48,111</u>	<u>55,615</u>	<u>9,336</u>	<u>469,675</u>
At 31 December 2020	356,613	48,111	55,615	9,336	469,675
Depreciation and impairment					
At 1 January 2020	-	27,247	47,158	9,204	83,609
Depreciation charged in the year	-	2,535	1,203	109	3,847
	<u>-</u>	<u>29,782</u>	<u>48,361</u>	<u>9,313</u>	<u>87,456</u>
At 31 December 2020	-	29,782	48,361	9,313	87,456
Carrying amount					
At 31 December 2020	<u>356,613</u>	<u>18,329</u>	<u>7,254</u>	<u>23</u>	<u>382,219</u>
At 31 December 2019	<u>356,613</u>	<u>19,765</u>	<u>8,279</u>	<u>132</u>	<u>384,789</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

15	Stocks	2020	2019
		£	£
	Book stock	9,826	11,531
	Café and other stocks	2,369	2,369
		<u>12,195</u>	<u>13,900</u>
16	Debtors	2020	2019
		£	£
	Amounts falling due within one year:		
	Trade debtors	103	2,997
	Other debtors	1,939	2,182
	Grants receivable	2,677	-
	Prepayments and accrued income	1,808	1,998
		<u>6,527</u>	<u>7,177</u>
17	Creditors: amounts falling due within one year	2020	2019
		£	£
	Other taxation and social security	4,720	8,245
	Other creditors	4,518	7,131
	Accruals and deferred income	2,515	2,586
		<u>11,753</u>	<u>17,962</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

18 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity.

	Balance at 1 January 2019	Incoming resources	Movement in funds			Balance at January 2020	Incoming resources	Movement in funds			Balance at 31 December 2020
	£	£	Resources expended	Transfers	Investments gains/losses	£	£	Resources expended	Transfers	Investments gains/losses	£
Permanent endowments											
Capital fund	356,613	-	-	-	-	356,613	-	-	-	-	356,613
	<u>356,613</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>356,613</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>356,613</u>

The capital fund reflects deemed value of The Lyttelton Well buildings gifted upon commencement that will revert to the Diocese on vacation.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				Balance at 31 December 2020
	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£	£	£
Well counselling service fund	1,780	28,292	(36,022)	5,950	-	21,673	(23,750)	2,077	-
Counselling bursary	100	-	-	-	100	-	-	-	100
Marriage courses fund	9	-	-	-	9	-	-	-	9
Outreach food bank fund	509	1,117	(1,045)	-	581	2,232	(463)	-	2,350
Outreach -non food bank activities	-	-	(272)	272	-	-	-	-	-
Roof repair fund	5,284	-	(1,600)	-	3,684	-	(3,684)	-	-
Rooms maintenance fund	4,954	3,600	(870)	-	7,684	2,700	(2,294)	-	8,090
New legal structure	-	1,000	-	(1,000)	-	-	-	-	-
	<u>12,636</u>	<u>34,009</u>	<u>(39,809)</u>	<u>5,222</u>	<u>12,058</u>	<u>26,605</u>	<u>(30,191)</u>	<u>2,077</u>	<u>10,549</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

19 Restricted funds

(Continued)

Transfers

The funds transfer comprises, a recharge of £750 to the Counselling fund for use of facilities for the first three months of the year, and a transfer from unrestricted funds to restricted funds of £2,827 to cover the resultant deficit on the Counselling fund.

In the prior year £1,000 was transferred from restricted funds to unrestricted funds to offset restricted income received against expenditure incurred in connection with that restriction. In addition, £6,222 was transferred from unrestricted funds to restricted funds to clear the deficit on the Counselling and Outreach - non food bank activities fund.

Description of funds

Well counselling service - This fund represents money received through donations in support of the counselling service and a grant for counselling.

Counselling bursary - funds received to enable bursaries for individual training to be awarded.

Marriage courses fund - This fund represents money received through donations to assist in the cost of providing marriage counselling.

Outreach food bank fund - This fund represents money received in support of a food bank serving the local area.

Outreach - non food bank activities - a fund to promote other outreach activities in the community.

Roof repair fund - This fund represents money received through donations in support of the need to repair the roof of the building in the future.

Rooms maintenance fund - This fund represents money received from the Great Malvern Priory and is matched by The Lyttelton Well Limited for the maintenance of the rooms.

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

20 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:								
Tangible assets	25,606	-	356,613	382,219	28,176	-	356,613	384,789
Current assets/(liabilities)	79,366	10,549	-	89,915	62,716	12,058	-	74,776
	<u>104,972</u>	<u>10,549</u>	<u>356,613</u>	<u>472,134</u>	<u>90,894</u>	<u>12,058</u>	<u>356,613</u>	<u>459,565</u>

THE LYTTTELTON WELL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2020 £	2019 £
Aggregate compensation	58,198	63,523

22 Cash generated from operations

	2020 £	2019 £
Surplus for the year	12,569	2,037
Adjustments for:		
Investment income recognised in statement of financial activities	(48)	(83)
Depreciation and impairment of tangible fixed assets	3,847	4,088
Movements in working capital:		
Decrease in stocks	1,705	1,519
Decrease/(increase) in debtors	650	(96)
(Decrease)/increase in creditors	(6,210)	2,077
Cash generated from operations	12,513	9,542