

# **FRIENDS OF HYLANDS HOUSE**

## **CHAIRMAN'S ANNUAL REPORT FOR 2022**

Lord Petre, President, Vice presidents and Friends of Hylands House.

Thankfully 2022 saw a return to a more normal pattern of activities for the Friends, largely free from the impact of Covid regulations, though alas some members needed to re-arrange book shop duties if they were affected by or been in contact with the virus.

At our AGM last year I reported that we were still awaiting a request for a further donation towards the planting in the Hanbury Memorial Garden. You will note in our Accounts that we have paid another £8505 so I am able to report that in total our contribution to this major project was £68700. During the year we have also been pleased to assist with the refurbishment of the curtains on south facing windows, which after nearly 30 years were showing signs of decay. The second fireplace in the Terrace Room has also been finished.

Pleasingly during 2022 our income from membership subscriptions, donations, gift aid and interest have in total increased thanks in no small measure to the receipt of two legacies. We have also been notified of a third, but as yet we do not know the amount. Overall our membership now stands at 409 a drop of 24 but of the 5 new members this year two have joined as life members. I am really pleased to report that some of our new members have joined our Bookshop team. A special word of thanks to Graham Byford our Membership Secretary for keeping such detailed and meticulous records. Graham is standing down and we are currently seeking a successor.

Sales of books, though much reduced because of noticeably lower footfall in the Stable yard still totalled almost £12k an average of £1k per month. The introduction of a card payment machine has helped by reducing the need for cash. A huge THANK YOU to all our volunteers and especially to Cynthia Walker who works tirelessly to ensure that our shop is staffed every day. Our thanks, too, to Stan Kaluza for continuing to sort through all the donated books and to price them appropriately. We are hoping that business will pick up again not only as the weather improves but also now the café is under

new management who seem determined to make a real success of their business: so please support The Deli at Hylands.

The multi-media tour of the pleasure gardens which I mentioned last year is now up and running. It is a free service which has been developed by Edd Price, Assistant House Manager: it is hoped that users will feel inclined to make a donation to The Friends.

As I said last year, this is just one way in which Lorraine Thorne, Hylands House Manager, and her Team are actively supporting the Friends to try to build membership following the introduction of free public Open Estate Days on the third Sunday of each month and parking charges from last November. Any members working in the Bookshop or any member attending an event booked at Hylands House or a coach outing arranged by The Friends will be entitled to free parking. 10% discount in the Stables café has been confirmed by the new owners and an early bird discount will be available when booking afternoon teas. Edd Price is currently working with us (without charge) on upgrading/redesigning our website and it is hoped by most of your Committee that this will link in with the membership database. The monthly Open Days are now attracting 1000 visitors each month: The Friends have agreed to provide a defibrillator which will be available 24/7 as it will be fixed to the outside wall of the Book Shop by the City Council. We have also agreed to donate costumes for play acting and 'large scale' games to attract even more families on open days.

Having completed the restoration of the Hanbury Memorial Garden we are looking for a new development project. There are a number of possibilities including restoration of Flint Cottage, the walled Kitchen Garden and the Icehouse and even, possibly, rebuilding the Orangery in the pleasure gardens. All will need to be carefully researched with today's regulations much in mind. We have made a start by taking some aerial/drone pictures of the Icehouse.

Detailed reports of all our activities have appeared in our regular newsletters so I do not intend to repeat them here but rather, to look forward:-

- On 16<sup>th</sup> May - By popular demand, a fabulous demonstration of flower arranging by David Thomson, one of our Vice Presidents.
- On 11<sup>th</sup> July - Summer Coach Outing to the coast in Suffolk with visits to Southwold and Dunwich amongst the attractions
- On 1<sup>st</sup> November - Coach outing to Brick Lane Music Hall in London with lunch and a show.

- On 11<sup>th</sup> December - Our Annual Christmas meal in the Banqueting Room. Let's hope for better weather this year!!

All in all, 2022 was a quieter year for the Friends but behind the scenes your Committee puts in a lot of hard work as each member puts a large amount of effort into the planning and organising all that goes on. I am enormously grateful to everyone of them - without doubt this is team work at its very best. Many thanks to our Officers - to mention by name our Vice Chairman, Linda Knock, our Secretary, Chris Rycroft and our Treasurer, Ros Coleridge and Membership Secretary, Graham Byford. Not forgetting you, too, dear Friends for your support in so many generous ways.

On behalf of The Friends, I wish to thank all members and officers of the Council who supported our endeavours during the year: special thanks to Paul van Damme, Lorraine Thorne and Edd Price and Alastair Carder and their hard working teams for their help and support with our activities: it is greatly appreciated by us all, because together we are a dedicated, committed and effective group of people, totally focussed on further enhancing this truly magnificent jewel in Chelmsford's crown - Hylands House and its associated park

**Richard Oscroft, MBE, Chairman.      24<sup>th</sup> April 2023**

# **FRIENDS OF HYLANDS HOUSE**

## **ACCOUNTS**

**for the year ended 31st December 2022**

R S Coleridge  
Honorary Treasurer

Duncan McKenzie  
Independent Examiner

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF FRIENDS OF HYLANDS HOUSE

I report on the account of the Charity for the year ended 31<sup>st</sup> December 2022 which are set out on the attached four pages.

#### Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on procedures specified in the General Directions given by the Charity Commissioners under Section 43 (7b) of the Act whether particular matters have come to my attention.

#### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that it any material respect the requirements
  - \* to keep accounting records in accordance with Section 41 of the act
  - \* to prepare accounts that accord with the accounting records and to comply with the accounting requirement of the Acthave not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: DUNCAN MCKENZIE

Address: SPRINGBOK COTTAGE, 10 HEYCROFT WAY  
CHELMSFORD CM2 8JG

Signed.....Duncan McKenzie.....

Date.....20 March 2023.....

# FRIENDS OF HYLANDS HOUSE

## Accounting Statement: Receipts and Payments Basis

### Unrestricted Funds

#### RECEIPTS

	2022	2021
Membership Subscriptions	£ 4,282	£ 4,579
Donations added to subscriptions	£ 711	£ 722
Donations and Bequests	£ 16,031	£ 71
Gift Aid	£ 1,888	£ 1,080
Activities:		
Events	£ 5,447	£ 3,720
Statues and Hylands Books	£ -	£ 160
Book Sales	£ 11,513	£ 5,464
Bank Interest and Rewards	£ 142	£ 200
Sundries	£ 20	£ 24
<b>Total Receipts</b>	<b>£ 40,034</b>	<b>£ 16,020</b>

#### PAYMENTS

Furniture Purchases and Restoration	£ 17,490	£ 1,104
Hylands Books	£ -	£ 5,000
Cost of Events	£ 7,712	£ 2,882
Book Shop	£ 1,209	£ 1,259
Administration: Insurance, Print, Postage,	£ 3,320	£ 2,838
Sundry Items	£ 200	£ 37
Bank Charges	£ 134	
<b>Total Payments</b>	<b>£ 30,065</b>	<b>£ 13,120</b>

Surplus of Payments / Receipts	£ 9,969	£ 2,900
Cash Funds as at 01.01.22	£ 82,727	£ 79,827
<b>Cash Funds as at 31.12.22</b>	<b>£ 92,696</b>	<b>£ 82,727</b>
HSBC Chelmsford	£ 85,732	£ 82,727
CoOp Chelmsford	£ 6,964	£ -
<b>Total Assets</b>	<b>£ 92,696</b>	<b>£ 82,727</b>
Add Debtors		
Deduct Creditors	£ -	£ -
<b>Net Assets</b>	<b>£ 92,696</b>	<b>£ 82,727</b>

**FRIENDS OF HYLANDS HOUSE**  
**Registered Charity Number: 1059969**

**INCOME AND EXPENDITURE**  
**Year ended 31st December 2022**

INCOME	2022	2021
Membership Subscriptions	£4,282.00	£4,579.00
Donated added to Subscriptions	£711.00	£722.00
Donations and Bequests	£16,031.00	£71.00
Gift Aid* <sup>1</sup>	£1,888.00	£1,080.00
Bank Interest and Rewards	£142.00	£200.00
Venus Statues and Hylands Books	£0.00	£160.00
Other sundry items	£20.00	£24.00
Book Sales	£11,513.00	£5,464.00
<u>Events</u> <sup>2</sup>	Income	Expend
Ticket sales for events	£5,178.00	
Raffles	£269.00	£16.00
House Staff Costs		£826.00
Coach Hire		£600.00
Catering for events <sup>3</sup>		£3,414.00
Ticket costs		£50.00
Performers		£750.00
Refunds		£630.00
Trips Payments		£1,426.00
	£5,447.00	£7,712.00
	-£2,265.00	£838.00
<u>Total Receipts</u>	£32,322.00	£13,138.00
<b>PAYMENTS</b>		
Administration: Insurance	£710.00	£681.00
Printing	£1,640.00	£1,730.00
Postage	£970.00	£427.00
Sundry Items	£200.00	£37.00
Purchases and Restoration	£17,490.00	£1,104.00
Book Shop Expenses	£1,209.00	£1,259.00
Statues Hylands Books	£0.00	£5,000.00
Bank Charges	£134.00	£0.00
<u>Total Payments</u>	£22,353.00	£10,238.00
Excess of income over expenditure	£9,969.00	£2,900.00
Balance carried forward to General Account	£9,969.00	£2,900.00

1. This represents gift aid claims made to date.

2. These figures reflect monies paid and they have been aggregated to show a loss.

3. The Christmas meal was cancelled again this year but costs were paid in the 2022 financial year.

The insurance costs will be recovered in 2023.



**FRIENDS OF HYLANDS HOUSE**

Registered Charity Number: 1059969

**PURCHASES and RESTORATION**

Memorial Garden Final Payment	£8,505.00
Contribution to curtains	£4,570.00
Fireplace Hobs	£4,415.00

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**£17,490.00****COMMITMENTS 2023**

Defibulator	£1,000.00
Games	£500.00
Website	£250.00
	<hr/> <hr/> <b>£1,750.00</b>

**GENERAL ACCOUNT**

As at 1st January 2022	82727	79827
Surplus 2022	9969	2900
Cash float 2022	<hr/> 0	<hr/> 0
As at 31st December 2022	<hr/> 92696	<hr/> 82727

**RECONCILIATION**

Held at HSBC Savings	61554	61434
Held at HSBC Current AC	24178	21293
Held at Co-op Bank	6964	
Less Creditors (uncleared cheques)	<hr/>	<hr/>
Total Funds	<hr/> 92696	<hr/> 82727





# **FRIENDS OF HYLANDS HOUSE**

## **ACCOUNTS**

**for the year ended 31st December 2022**

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