



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

**June 2022 – May 2023**

Banks:

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

CCLA

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

Independent Examiner:

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

**Registered Charity Number 1069442**

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# THE FRIENDS OF LYTHAM HALL

## CHAIRMAN'S REPORT FOR THE YEAR TO MAY 2023

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

The charity is administered by a Management Committee comprising:

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

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

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

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

1. To preserve for the benefit of the local community and the nation at large, Lytham Hall together with its works of art, furniture and contents.

2. To ensure that the Hall is used primarily as an art gallery, museum and visitor centre and to provide other amenities of a similar character for the benefit of the public.

The Trustees are aware of the guidance given by the Charity Commission in regard to Public Benefit and seek to observe such guidance as recommended.

All the Trustees have been in post for a number of years and are all familiar with the objectives and governance of the charity. A Trustee must be a member of the charity. Trustees are elected at a general meeting of the charity and the Trustees may appoint anyone who is willing to act as a Trustee. When new Trustees are appointed, they are briefed on the up to date position of the charity. The management committee has met 9 times over the last year and at each meeting all the activities of the charity and its financial position are reviewed. In advance of all events involving the charity, a comprehensive risk assessment is undertaken and as all our events take place on the Hall premises, this risk assessment is shared with the Hall's management.

This report covers the accounting period **June 2022 to May 2023**.

We begin our fundraising year serving refreshments at the outdoor theatre events at the Hall organised by Julian Wilde. This is followed by our extremely popular Halloween "Spooktacular" with demand outstripping the 1,000 tickets that we allow for safety reasons. We choose to sell tickets at only £6 to make it affordable for families, bringing many new visitors to the Hall. Its organisation requires a tremendous effort by both Friends and Hall volunteers. We held an enjoyable Evening of Christmas Cheer raising nearly £1,800 through the generosity of members and friends attending it. As with Halloween, we keep the ticket costs for the Easter Bunny low to encourage people with young families to visit the Hall. The income from our 3 major events was a creditable £13,500, £2,000 more than the previous year.



Our second hand bookshop in the West Wing, close to the Tea Room, continues to be a great fundraising success thanks to the dedicated work of our bookshop volunteers and the public donation of books. It raised over £5,500 this year. We also sell Bags, Cards and Pens through the honesty box system in the Bookshop.

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

Our membership recruitment drive continues to deliver results and is a major source of income for the charity. Members who sign up as Patrons benefit from free parking at the Hall. Members also benefit from our free monthly Zoom talks.

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

We received a grant from the Fylde Community Projects Fund to make improvements to the Stables Car Park.



We made donations of just under £16,000 for projects at the Hall which included the purchase of Walkie Talkies, Tulip bulbs for the Parterre and Main Gate, materials for the refurbishment of the Stables Car Park, Wallpaper for Hetty's bedroom, Archiving computer equipment and trees and shrubs.

After 14 years chairing the charity, I am stepping down from the role. The committee has appointed Alison Wood to take over as Chair from the 1<sup>st</sup> June 2023. Thank you for all the support that you have given the charity and myself.

Chair

Handwritten signature of Roger J. Heperd.

Dated: 6<sup>th</sup> August 2023

For and on behalf of the Management Committee.

## **Governance**

Charity Number:	1069442
Registered address:	23 Commonside Lytham St Annes Lancashire FY8 4EX
Banks:	Lloyds Bank plc Corporation Street Blackpool FY1 1EN  CCLA Senator House 85 Queen Street London EC4V 4ET
Independent Examiner:	Rev'd A.A. Clements MA, ACIB, FCIE 15 Carleton Road Great Knowley Chorley PR6 8TQ
Trustees:	L Dopping-Hepenstal (Chair) T Jones (Treasurer) K Smith (Secretary) R Smith S Havenhand E Guffogg P Hamilton M Hargreaves M Smith S Jones D Kitt J Hornyak A Wood

## **Governing document**

The charity is controlled by its governing document, a deed of trust, and is an incorporated association. The governing document is the Constitution as adopted on 15<sup>th</sup> May 1997 and amended in 1998 and 2022.

## **Purpose and Objectives**

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

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

## **Appointments of Trustees/Officers**

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

## **Trustees' responsibility for the accounts**

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

## **Organisation**

The business of the charity is managed by the Committee, which currently comprises 13 trustees and 2 co-opted members. The Committee meets as required but at least 6 times per annum. At each meeting all the activities of the charity and its financial position are reviewed.

## **Investment policy**

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

## **Risk management**

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

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

## **Data protection policy**

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



# Financial Statement

## Receipts and Payments Account

General Purposes Fund

For the year ended 31st May 2023

### INCOME

	2023	2022
PayPal giving	38	176
Donations (Note 1)	1072	1630
Membership fees	7380	7375
Miscellaneous (Note 3)		2000
Gift aid	0	0
Proceeds from fund raising events (Note 2)	24735	21138
Bank Interest - Lloyds Current Account	0	0
Bank Interest - COIF Charity Deposit Fund	1469	12
Total receipts	<b>34694</b>	<b>32331</b>

### DIRECT CHARITABLE EXPENDITURE

Goods for re-sale	1313	1543
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### OTHER EXPENSES

Costs of fund raising events (Note 2)	3185	2761
Postage and stationery and printing	223	410
Hire of Premises	0	0
Purchase of banqueting chairs	0	0
Donations to Heritage Trust NW	0	0
Miscellaneous (Note 3)	17294	2269
Licences and Lottery registration	0	0
Audit of Accounts	150	150
	<b>22165</b>	<b>7133</b>

### NET RECEIPTS FOR THE YEAR

Net receipts as at 31st May 2023	12529	25198
Cash and bank balances at 31 May 2022	77903	52705
	<b>90432</b>	<b>77903</b>

### STATEMENT OF ASSETS AND LIABILITIES

#### CURRENT ASSETS

Bank and cash balances:

Bank current account	43952	77893
Deposit Fund account	46480	10
Cash in hand	0	0
	<b>90432</b>	<b>77903</b>

#### NON MONETARY ASSETS

Unused stock for future use.	479	219
	<b>479</b>	<b>219</b>

For and on behalf of the Management Committee



Lambert Dopping-Hepenstal, Chair

# Notes to the Accounts

## For the year ended 31st May 2023

### NOTE 1. Donations

There were a total of £1072.45 donations during the course of the year of various amounts of which a full list is available.

### Note 2 - Fund Raising Events

	Proceeds
Snowdrop Sales	500
Pen sales	1459
Calendars	450
Harry Clifton Book	270
Notelet cards	378
John Talbot Clifton Book	15
Book Shop sales	5643
Bags	762
4G Textiles	49
Bluebell competition	0
Theatre productions	1387
Halloween Event	6000
Christmas Cheer	3951
Coffee Morning	62
Christmas Tree Event	66
Snowdrop Sales	0
Easter Bunny Hunt	3743
	<b>24735</b>

### Note 3 Miscellaneous (receipts 2022/23)

0

### Note 3 Miscellaneous (payments 2022/23)

Mill House Nurseries Plants/Trees	360.00
S Jones Table	190.16
James Edwell Stands for the bookshop	32.98
Dennis Harrison	50.00
LHT Enterprises re Radios	3300.00
I and M Hargreaves (Tents)	172.31
Paul Lomax Bulbs for the Partare	201.96
BJ and G Hatcher re purchase of calendars	457.00
I and M HargreavesTents (retirement of Jim)	19.23
Mediaprint guide book	5000.00
W Robinson re stone for stables car park	1261.73
J Hornyak re Stables car park	379.74
Lytham Hall re purchase of redwood	100.00
W Robinson re stone for stables car park	1147.74
J Hornyak re Stables car park	724.83
R Lancaster re Stables car park	360.00
J Hornyak re Stables car park	59.38
The Broker Network Insurance	382.00
Lytham Hall re Wallpaper artwork and design	1000.00
N Lanson return of subs.	20.00
Lytham Hall Enterprises computer related items	1409.15
Mill House Nurseries Plants/Trees LCC Grant	666.00
	<b>17294.21</b>

# **Accounting Policies for The Friends of Lytham Hall**

**(Charity Commission number 1069442)**

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

## **Funds**

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

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

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

## **Statement of Assets and Liabilities**

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

Investments held beneficially by the charity.

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

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

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

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

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

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

## Independent Examiner's Report.

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

I report on the accounts of the charity for the year ended 31<sup>st</sup>. May 2023, which are set out on pages 9 to 10 in this Report.

### **Respective responsibilities of the trustees and examiner.**

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

It is my responsibility to :

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

### **Basis of the independent examiner's report.**

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

### **Independent examiner's statement.**

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

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepared accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Alan A Clements*

Date *8th August 2023*

Fellow of the Association of Charity Independent Examiners.

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

15 Carleton Road,

Great Knowley,

Chorley PR6 8TQ