

# THE FRIENDS OF LICHFIELD CATHEDRAL

England & Wales · Charity number 1102791

## Details

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**Other names** THE FELLOWSHIP OF ST CHAD

**Status** Registered

**Legal form** Other

**Registered** 2004-03-23

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Friends Office  
19a The Close  
Lichfield  
WS13 7LD

**Phone** 01543306120

**Email** [friends@lichfield-cathedral.org](mailto:friends@lichfield-cathedral.org)

**Website** [www.lichfield-cathedral.org/friends](http://www.lichfield-cathedral.org/friends)

## Activities

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**Objects:** TO FURTHER THE RELIGIOUS AND OTHER CHARITABLE WORK OF LICHFIELD CATHEDRAL.TO ASSIST AND PROMOTE THE RESTORATION, MAINTENANCE, REPAIR AND IMPROVEMENT OF THE CATHEDRAL AND TO SUPPORT THE WORSHIP, MUSIC AND MINISTRY OF THE CATHEDRAL

**Activities:** To draw into fellowship the people of the Diocese of Lichfield and the wider community in service and devotion to God and loyalty to the cathedral. To assist in funding the work of repairing and preserving the fabric of the cathedral and its precincts, its furnishings and vestments and to beautify it with special gifts. To support the worship and music of the cathedral church.

## Classification

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- **How:** Makes Grants To Organisations
- **What:** General Charitable Purposes, Religious Activities, Environment/conservation/heritage
- **Who:** Other Defined Groups

## Geography

- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£82,818	£56,512	-	-
2023-12-31	£102,429	£39,498	-	-
2022-12-31	£825,150	£24,306	£907,206	0
2021-12-31	£111,216	£129,869	-	-
2020-12-31	£32,442	£78,187	-	-

## Trustees

Name	Role	Appointed
<b>The Right Reverend Janet Elizabeth McFarlane</b>	Chair	2023-04-01
Catherine Coates		2025-06-07
Deborah Hazel Farrow		2025-06-07
ERIC JOHN LUNT		2025-03-02
Jane Lesley McKinven		2024-01-23
Kay Yvonne Martin		2021-07-21
NAOMI JOYCE PROVOST		2017-06-10
NEIL PLATTS		2018-07-23
Peter John Harris		2021-07-21
Peter Richard Jones		2023-02-01
SANDRA MARY COTTRELL		2018-06-09
Stephen Roderick Shaw		2023-10-24

**THE FRIENDS OF LICHFIELD CATHEDRAL**

England & Wales - Charity number 1102791

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# Accounts

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**FRIENDS OF LICHFIELD CATHEDRAL  
[FELLOWSHIP OF ST CHAD]**

**REGISTERED CHARITY NUMBER: 1102791**

**ACCOUNTS YEAR ENDED  
31 DECEMBER 2024**

**Dains Audit Ltd  
Chartered Accountants  
St John's Court  
Wiltell Road  
Lichfield  
Staffordshire  
WS14 9DS**

**THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)**

**Registered Charity Number 1102791**

**Annual Report for the year ending 31 December 2024**

*Principal address:* The Chapter Office, 19a The Close, Lichfield, WS13 7LD

*Tel:* 01543 306100

*Patrons:* Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire  
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

*President:* The Rt Revd Dr Michael Ipgrave, Bishop of Lichfield

*Executive Council and Trustees 2024/25*

*Chairman (Ex Officio):* The Rt Revd J McFarlane

*Vice Chairman:* Mrs S Cottrell

*Secretary:* Mrs N J Provost

*Treasurer:* Mr N Platts

*Events Secretary:* Mrs J McKinven

*Chapter Appointed:* To be advised

*Elected Members (co-option date):*

Mr C Craddock	Mr P Harris	Miss K Martin
Mr J Maxwell-Jones	Mr P Jones	Mr S Shaw
Mr C J Spruce (2.7.24)		

*Trustees who have retired:* Mr M Hope-Urwin (2.3.25)

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website.

*Administrator:* Mr O Birch

*Editor:* Mr M Guest

*Bankers:* Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

*Independent Examiner:* Mark Gurney FCCA of Dains Audit Ltd, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

*Minimum Subscription:*

Life Membership (single)	£425
Life Membership (joint)	£600

*Annual Minimum Subscription:*

Individual Membership	£25
Joint Membership	£40
Overseas Membership	£40

*Email:* [friends@lichfield-cathedral.org](mailto:friends@lichfield-cathedral.org)

*Web address:* [www.lichfield-cathedral.org/friends](http://www.lichfield-cathedral.org/friends)

## THE FRIENDS OF LICHFIELD CATHEDRAL ANNUAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2024

### Governance

The Friends of Lichfield Cathedral, founded in 1937, is governed by a constitution approved on 21 May 2011, revised on 29 June 2022, and is constituted as an unincorporated association.

### Trustees

The trustees are set out on page 1. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected every three years by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

### Objectives

The Friends' sole purpose is to support Lichfield Cathedral as set out in the constitution, namely:

- To further the religious and other charitable work of Lichfield Cathedral
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

### Aims

To meet its objectives, The Friends aim to:

- Draw into fellowship people with an interest in Lichfield Cathedral
- Work with the Dean and Chapter in furthering the religious and charitable work of the Cathedral
- Assist the work of repairing and preserving the fabric of the Cathedral and precincts, furnishings and vestments
- Support the worship and music of the Cathedral
- Raise and invest funds to further the objectives of The Friends
- Organise social events and opportunities for fellowship.

### Review of Activities and Achievements

Four grants totalling £43,767 were made to the cathedral as detailed in note 7 to the accounts.

A further 30 Friends were recruited during the year, a net gain of 14 after taking into consideration those who have either left or died.

During the year seven social events were held including an afternoon talk followed by tea, three outings, a summer social and a talk and tea following the AGM.

The main fund-raising activity was the organisation of the annual Christmas Tree Festival in the cathedral which attracted large numbers of visitors and raising £15,800.

An art exhibition was hosted by The Friends on behalf on the cathedral raising over £400.

## THE FRIENDS OF LICHFIELD CATHEDRAL ANNUAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2024

### Financial Review

#### i) Year End Results

The accounts for the year ended 31 December 2024 are attached. Net assets total £1,003,055 (2023: £975,368), an increase of 2.84% over the previous year. The Friends finances remain strongly positioned, largely resulting from the receipt of a legacy from the estate of the late Mr Mark Farrant in previous years. The estate has yet to be finalised but when the property is sold a further substantial final payment is anticipated.

The total income during the year amounted to £82,818 (2023: £102,429) and the main sources were:

- Member subscriptions - £15,215 (2023: £15,899)
- Interest and dividends on investments - £47,577 (2023: £40,655)
- Surpluses on social events - £725 (2023: £778)
- Fundraising activities - the main event being the annual Christmas Tree Festival raising a surplus of £15,800 (2023: £19,100).

The absence of any legacies during the year largely accounted for the overall fall in income.

Total expenditure during the year amounted to £56,512 (2023: £39,498). The main items of expenditure were:

- General and publicity as identified in note 6 of the accounts - £9,630 (2023: £8,598)
- Grants - £43,767 (2023: £27,918).

The increase in grants made during the year largely accounted for the overall increase in expenditure

#### ii) Financial Reserves Policy

Cash reserves are held in a Lloyds Bank current account for general purposes and a Church of England Deposit Fund account. A Church of England Investment Unit Trust Fund is also held which represents 6.15% of total assets. The trustees regularly monitor interest rates and investment performance. Net assets are unrestricted, and funds can be freely used by the trustees. The trustees review total assets at their quarterly executive council meetings. They have estimated that a minimum reserve of £30,000 is required to maintain the efficient running of the charity and to provide the required level of service for a period of one year. In addition, the trustees have agreed in principle to make a grant of £250,000 to the Dean and Chapter for the refurbishment of College Hall for which a specific reserve is required. Further reserves are also required from time to time to meet the commitments to the Dean and Chapter and as a contingency should unforeseen circumstances arise. The trustees consider that net assets at the present time meet the foregoing criteria.

#### iii) Financial Controls Policy

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

## **THE FRIENDS OF LICHFIELD CATHEDRAL ANNUAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2024**

### **Risk Review**

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

### **Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Signed on behalf of the charity's trustees on 10 April 2025**

**Sandra Cottrell, Vice Chair**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes set out on pages 6 to 10.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material 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 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

M Gurney FCCA, DChA  
of Dains Audit Ltd  
St. John's Court  
Wiltell Road  
Lichfield  
Staffordshire,  
WS14 9DS

Date: 10 April 2025

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	Total 2024 £	Total 2023 £
<b>Income from:</b>			
Donations and similar incoming resources	2	15,940	16,677
Legacies	3	-	22,528
Activities for generating funds	4	19,301	22,569
Investments	5	47,577	40,655
		-----	-----
<b>Total Income</b>		82,818	102,429
<b>Expenditure on:</b>			
Raising funds – Christmas tree festival		3,115	2,982
General and publicity expenditure	6	9,630	8,598
Grants payable	7	43,767	27,918
		-----	-----
<b>Total</b>		56,512	39,498
		-----	-----
Net gains/(losses) on investments		1,381	5,231
Net income/(expenditure)		27,687	68,162
<b>Reconciliation of funds:</b>			
Total funds brought forward		975,368	907,206
		-----	-----
<b>Total funds carried forward</b>		1,003,055	975,368
		-----	-----

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
BALANCE SHEET 31 DECEMBER 2024**

	Notes	2024		2023	
		£	£	£	£
<b>Fund balances</b>					
General funds			1,003,055		975,368
			<hr/>		<hr/>
<b>The fund balances are represented by:</b>					
<b>Investments</b>	1b & 9		61,733		60,352
<b>Current assets</b>					
Debtors	10	16,352		8,671	
CBF deposit		908,607		887,816	
Cash at bank and in hand		22,096		23,152	
			<hr/>		
		947,055		919,639	
			<hr/>		
<b>Current liabilities</b>					
Creditors: Grant		-		1,021	
: Other		5,733		3,602	
			<hr/>		
		5,733		4,623	
			<hr/>		
<b>Net current assets</b>			941,322		915,016
			<hr/>		
<b>Net assets</b>			1,003,055		975,368
			<hr/>		<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 10 April 2025 and signed on their behalf by:

S Cottrell } Members of the

N Platts } Executive Council

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2024**

**1. Accounting Policies**

- a) The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.
- b) The accounts are prepared on an historical cost basis except that investments are included at market value.
- c) The accounts have been prepared on an accruals basis.
- d) Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e) Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

<b>2. Donations and similar incoming resources</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Subscriptions and donations including gift aid	15,215	15,899
Social events surplus	725	778
	<hr/>	<hr/>
	15,940	16,677
	<hr/>	<hr/>
<b>3. Legacies</b>		
Mr M H L Farrant	-	2,526
Miss L J Gibson	-	5,225
Mr J R Patten	-	12,777
Mrs C M Chadbourne	-	2,000
	<hr/>	<hr/>
	-	22,528
	<hr/>	<hr/>
<b>4. Activities for generating funds</b>		
Christmas Tree Festival including gift aid	18,888	22,074
Other	413	495
	<hr/>	<hr/>
	19,301	22,569
	<hr/>	<hr/>
<b>5. Investment income</b>		
Income from listed investments	1,675	1,650
Deposit interest	45,902	39,005
	<hr/>	<hr/>
	47,577	40,655
	<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2024 [Continued]**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>6. General and publicity expenditure</b>		
Dean and Chapter – administration	5,100	5,100
Independent examination	810	810
Annual Report and Mailings	1,789	1,814
Trustees' and public liability insurance	392	392
Sundry expenses including leaflets and totem	90	482
Legal advice	1,449	-
	9,630	8,598
<b>7. Grants payable</b>		
Dean and Chapter –		
The Beach	16,950	15,750
Lighting modules	17,737	-
Uplighters	1,990	-
Petit exhibition	7,090	-
Outside benches including plaques	-	1,147
Cross and Lights for St Chad's Shrine	-	1,021
PA System	-	10,000
	43,767	27,918
<b>8. Related party transactions and trustees remuneration and expenses</b>		
No remuneration or expenses, directly or indirectly, out of the funds of the Charity were paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2023 - £nil).		
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>9. Investments</b>		
Investments held at 1 January 2024	60,352	55,121
Net gain/ (loss) on revaluation	1,381	5,231
	61,733	60,352
<b>The Investments comprise</b>		
2669.83 units CBF Investment Fund	61,733	60,352
<b>10. Debtors</b>		
Tax repayable	1,593	1,241
Legacies	-	2,000
Other	3,973	5,430
Accrued interest	10,786	-
	16,352	8,671

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2024 [Continued]**

**11. Contingent Asset**

The trustees have been notified that the charity is the beneficiary of an estate for which the amounts to be paid to the charity have not yet been confirmed. In view of the uncertainty over the amounts that may be received, the trustees have concluded that the conditions for recognition of these legacies have not yet been met and accordingly these legacies are not reflected in the financial statements.

**12. Future Commitment**

An agreement in principle has been made by the trustees to make a grant of up to £250,000 to the Dean and Chapter to fund the cost of the refurbishment of College Hall. The project is still at the inception stage and estimates costs have been prepared. A firm scheme has yet to be decided upon, worked up and tenders obtained.



**THE FRIENDS OF LICHFIELD CATHEDRAL**

England & Wales - Charity number 1102791

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# Accounts

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**FRIENDS OF LICHFIELD CATHEDRAL  
[FELLOWSHIP OF ST CHAD]**

**REGISTERED CHARITY NUMBER: 1102791**

**ACCOUNTS YEAR ENDED  
31 DECEMBER 2023**

**Dains Audit Ltd  
Chartered Accountants  
St John's Court  
Wiltell Road  
Lichfield  
Staffordshire  
WS14 9DS**

# THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)

Registered Charity Number 1102791  
Annual Report for the year ending 31 December 2023

*Principal address:* The Friends Desk, 19a The Close, Lichfield, WS13 7LD      *Tel:* 01543 306100

*Patrons:* Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire  
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

*President:* The Rt Revd Dr Michael Ipgrave, Bishop of Lichfield

## *Executive Council and Trustees 2023/24*

*Chairman (Ex Officio):* The Rt Revd J McFarlane

*Vice Chairman:* Mrs S Cottrell      *Secretary:* Mrs N J Provost

*Treasurer:* Mr N Platts      *Events Secretary:* Mr J Maxwell-Jones

*Chapter Appointed:* Mr M Hope-Urwin

*Elected Members:* Mr C Craddock      Mr P Harris      Miss K Martin  
Mrs J McKinven (23.1.24)      Mr P Jones (1.2.23)      Mr S Shaw (24.10.23)  
Mr C J Spruce

*Trustees who have retired:* The Very Revd A J Dorber (31.3.23)      Mrs S Perkins (8.8.23)

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website.

*Administrator:* Mr O Birch      *Editor:* Mr M Guest

*Bankers:* Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

*Independent Examiner:* A. P. Morris FCA of Dains Audit Ltd, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

## *Minimum Subscription:*

Life Membership (single)	£425
Life Membership (joint)	£600

## *Annual Minimum Subscription:*

Individual Membership	£25
Joint Membership	£40
Overseas Membership	£40

*Email:* [friends@lichfield-cathedral.org](mailto:friends@lichfield-cathedral.org)

*Web address:* [www.lichfield-cathedral.org/friends](http://www.lichfield-cathedral.org/friends)

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2023**

### **Governance**

The Friends of Lichfield Cathedral, founded in 1937, is governed by a constitution approved on 21 May 2011, revised on 29 June 2022, and is constituted as an unincorporated association.

### **Trustees**

The trustees are set out on page 1. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected every three years by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

### **Objects**

- To further the religious and other charitable work of Lichfield Cathedral.
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

### **Aims**

- To draw into fellowship the people of the Diocese and others with an interest in Lichfield Cathedral.
- To work with the Chapter in furthering the religious and charitable work of the Cathedral.
- To assist the work of repairing and preserving the fabric of the Cathedral and its precincts, its furnishings and vestments and to enhance it with special gifts.
- To support the worship and music of the Cathedral.
- To arouse, stimulate and maintain parish and public interest in the Cathedral.
- To provide a means whereby people who have at heart the wellbeing, mission and purpose of the Cathedral can keep in touch with its life and work.
- To raise and invest money to further the objects of the Friends.
- To organise social events and opportunities of fellowship, and to support such other charitable purposes relating to Lichfield Cathedral as the Executive Council in its absolute discretion shall see fit.

### **Review of Activities and Achievements**

It has been an interesting year again, getting back to a more normal programme of events. Trips out were to Derby Cathedral, Dudley Canal and Tunnel and Chatsworth House and Christmas Market. We had a Classy Cast Offs sale at Easter and a well-supported Summer Social in the Deanery Garden. Once again, an extremely successful Christmas Tree Festival was held which raised £19,000 and this, together with the Cathedral's Christmas Light Show brought visitor numbers back up to and maybe beyond those of 2019, pre-Pandemic. Committee Members past and present, enjoyed a meal at Qumin to say farewell to Dean Adrian, and the Friends were also asked to join in and support a farewell event held in the Cathedral. This year we introduced two very successful Tea and Talk events, Peter Harris on "The St Chad Network" and Richard Fisher on "Three Choirs and a Reformation: Hereford, Worcester and Gloucester Cathedrals under the Tudors".

## **The Friends of Lichfield Cathedral Annual Report 2023 continued**

### **Review of Activities and Achievements (continued)**

The AGM was well attended and after the official business a very interesting talk was given by Patricia Scaife on the properties of The Close, which proved to be most informative and entertaining. This was followed by a tea and evensong in the Cathedral, with a choir specially arranged for the occasion by Nigel Argust

The substantial legacy received from the estate of the late Mr Mark Farrant Estate (see further details in the financial review below), which together with other bequests enabled the Friends to fulfil a request from the Cathedral to underwrite a substantial potential grant which in turn enabled them to raise funds to commence the repairs to the central spire. The Friends also made a £10,000 grant for an in-depth investigative report on the proposed Cathedral sound system wireways and a £15,750 grant for the beach during the summer.

### **Financial Review**

#### **i) Year End Results**

The accounts for the year ended 31 December 2023 are attached. Net assets total £975,368, an increase of £68,162 on the previous year. The Friends finances are strongly positioned and have undoubtedly been transformed by the receipt of the legacy from the estate of late Mr Mark Farrant.

#### Income

Overall income during the year amounted to £102,429 and is substantially less than £825,150 in 2022. However, the large legacy received from the estate of the late Mr Mark Farrant amounting to £775,000 received in 2022 accounted for abnormally high income and hence the apparent reduction in 2023.

Supporters' donations fell by £3,482 to £15,899 (see note 2 in the accounts), large one-off donations received in 2022 being the reason for the difference. Otherwise, general donations were in line with previous years. Two joint life memberships were received during the year.

The Christmas Tree Festival was very successful raising over £19,000, trumping the previous year which was itself a record since the festival began. We held one "Classy Cast Offs" sale during the year which raised the amount of £495.

Four legacies amounting to £22,528 were received or notified during the year and we are most grateful to our benefactors. The estate of the late Mr Mark Farrant is still not yet finalised but when the property is sold a further substantial final payment is anticipated.

Interest on deposits and dividends on investments amounted to £40,655 up from £6,976 in 2022. This large increase of £33,679 is largely interest received on cash placed on deposit from legacy of the late Mr Mark Farrant.

#### Expenditure

Overall expenditure during the year amounted to £39,498, representing an increase of £15,192 over 2022. The difference arising mainly from the increase in grants made which are detailed in note 7 of the accounts. There was a modest increase in general expenditure.

## **The Friends of Lichfield Cathedral Annual Report 2023 continued**

### **Financial Review (continued)**

#### Investments

The value of investments increased by £5,231 during the year to £60,352, which is largely in line with movements in the stock market.

#### **ii) Financial Reserves Policy**

Cash reserves are held in a Lloyds Bank current account for everyday purposes and a Church of England Deposit Fund account. A Church of England Investment Unit Trust Fund is also held which is designed specifically for the charity sector to generate both income and capital growth. The fund or part thereof can be readily liquidated should the need for cash arise. The trustees regularly monitor interest rates and investment performance and may adjust the ratio of cash to investments depending on the performance of the stock market at the time and the prevailing rates of interest on cash deposits.

Net assets are unrestricted, and the funds can be freely used by the trustees. The trustees review the total reserves at each of their quarterly executive council meetings. They have estimated that a minimum reserve of £25,000 is required to maintain the efficient running of the charity and to provide the required level of services to supporters for a period of one year. Further reserves are required from time to time to meet the commitments made to the Dean and Chapter and as a contingency should unforeseen circumstances arise. As such the trustees may consider holding larger amounts of cash on deposit or investing in appropriate Church of England investment funds. The trustees consider that the net assets at the present time meet these criteria.

#### **iii) Financial Controls Policy**

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

#### **Risk Review**

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

#### **Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Signed on behalf of the charity's trustees on 16 April 2024**

**Sandra Cottrell, Vice Chair**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes set out on pages 6 to 10.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material 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 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

A P Morris FCA  
of Dains Audit Ltd  
St. John's Court  
Wiltell Road  
Lichfield  
Staffordshire,  
WS14 9DS

Date: 16 April 2024

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Total 2023 £	Total 2022 £
<b>Income from:</b>			
Donations and similar incoming resources	2	16,677	20,791
Legacies	3	22,528	775,000
Activities for generating funds	4	22,569	22,383
Investments	5	40,655	6,976
		-----	-----
<b>Total Income</b>		102,429	825,150
<b>Expenditure on:</b>			
Raising funds – Christmas tree festival		2,982	2,721
General and publicity expenditure	6	8,598	8,117
Grants payable	7	27,918	13,468
		-----	-----
<b>Total</b>		39,498	24,306
		-----	-----
Net gains/(losses) on investments		5,231	(7,317)
Net income/(expenditure)		68,162	793,527
<b>Reconciliation of funds:</b>			
Total funds brought forward		907,206	113,679
		-----	-----
<b>Total funds carried forward</b>		975,368	907,206
		-----	-----

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
BALANCE SHEET 31 DECEMBER 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Fund balances</b>					
General funds			975,368		907,206
			<hr/>		<hr/>
<b>The fund balances are represented by:</b>					
<b>Investments</b>	1b & 9		60,352		55,121
<b>Current assets</b>					
Debtors	10	8,671		5,529	
CBF deposit		887,816		824,161	
Cash at bank and in hand		23,152		28,961	
			<hr/>		<hr/>
		919,639		858,651	
			<hr/>		<hr/>
<b>Current liabilities</b>					
Creditors: Grant		1,021		3,829	
: Other		3,602		2,737	
			<hr/>		<hr/>
		4,623		6,566	
			<hr/>		<hr/>
<b>Net current assets</b>			915,016		852,085
			<hr/>		<hr/>
<b>Net assets</b>			975,368		907,206
			<hr/>		<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 16 April 2024 and signed on their behalf by:

S Cottrell } Members of the

N Platts } Executive Council

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2023**

**1. Accounting Policies**

- a] The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.  
The charity constitutes a public benefit entity as defined by FRS 102.
- b] The accounts are prepared on an historical cost basis except that investments are included at market value.
- c] The accounts have been prepared on an accruals basis.
- d] Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e] Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.  
Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

<b>2. Donations and similar incoming resources</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Subscriptions and donations including gift aid	15,899	19,381
Social events surplus	778	1,410
	16,677	20,791
<b>3. Legacies</b>		
Mr M H L Farrant	2,526	775,000
Miss L J Gibson	5,225	-
Mr J R Patten	12,777	-
Mrs C M Chadbourne	2,000	-
	22,528	775,000
<b>4. Activities for generating funds</b>		
Christmas Tree Festival including gift aid	22,074	20,589
Other	495	1,794
	22,569	22,383
<b>5. Investment income</b>		
Income from listed investments	1,650	1,640
Deposit interest	39,005	5,336
	40,655	6,976

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2023 [Continued]**

		2023	2022
		£	£
<b>6.</b>	<b>General and publicity expenditure</b>		
	Dean and Chapter – administration	5,100	4,725
	Independent examination	810	756
	Annual Report and Mailings	1,814	1,607
	Trustees’ and public liability insurance	392	392
	Sundry expenses including leaflets and totem	482	637
		8,598	8,117
		8,598	8,117
<b>7.</b>	<b>Grants payable</b>		
	Dean and Chapter –		
	Outside benches including plaques	1,147	1,164
	Cross and Lights for St Chad’s Shrine	1,021	3,829
	The Beach	15,750	-
	PA System	10,000	-
	Victorian Cope restoration	-	2,725
	Flowers for St Chad’s Shrine dedication	-	1,000
	Area Bishops’ copes	-	3,750
	Simon Manby exhibition sponsorship		1,000
		27,918	13,468
		27,918	13,468
<b>8.</b>	<b>Related party transactions and trustees remuneration and expenses</b>		
	No remuneration or expenses, directly or indirectly, out of the funds of the Charity were paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2022 - £nil).		
		2023	2022
		£	£
<b>9.</b>	<b>Investments</b>		
	Investments held at 1 January 2023	55,121	62,438
	Net gain/ (loss) on revaluation	5,231	(7,317)
		60,352	55,121
	Investments held at 31 December 2023	60,352	55,121
	<b>The Investments comprise</b>		
	2669.83 units CBF Investment Fund	60,352	55,121
		60,352	55,121
		60,352	55,121
<b>10.</b>	<b>Debtors</b>		
	Tax repayable	1,241	1,200
	Legacies	2,000	-
	Other	5,430	4,329
		8,671	5,529
		8,671	5,529

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2023 [Continued]**

**11. Contingent Asset**

The trustees have been notified that the charity is the beneficiary of an estate for which the amounts to be paid to the charity have not yet been confirmed. In view of the uncertainty over the amounts that may be received, the trustees have concluded that the conditions for recognition of these legacies have not yet been met and accordingly these legacies are not reflected in the financial statements.

**THE FRIENDS OF LICHFIELD CATHEDRAL**

England & Wales - Charity number 1102791

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# Accounts

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**FRIENDS OF LICHFIELD CATHEDRAL  
[FELLOWSHIP OF ST CHAD]**

**REGISTERED CHARITY NUMBER: 1102791**

**ACCOUNTS YEAR ENDED  
31 DECEMBER 2022**

**Dains Audit Ltd  
Chartered Accountants  
St John's Court  
Wiltell Road  
Lichfield  
Staffordshire  
WS14 9DS**

# THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)

## Registered Charity Number 1102791 Annual Report for the year ending 31 December 2022

*Principal address:* The Friends Desk, 19a The Close, Lichfield, WS13 7LD      *Tel:* 01543 306100

*Patrons:* Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire  
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

*President:* The Rt Revd Dr Michael Igrave, Bishop of Lichfield

### *Executive Council and Trustees 2022/23*

*Chairman (Ex Officio):* The Very Revd A J Dorber (to 31.3.23)  
The Rt Revd J McFarlane (from 1.4.23)

*Vice Chairman:* Mrs S Cottrell      *Secretary:* Mrs N J Provost

*Treasurer:* Mr N Platts      *Events Secretary:* Mr J Maxwell-Jones

*Chapter Appointed:* Mr M Hope-Urwin

*Elected Members:* Mr C Craddock (21.7.22)      Mr P Harris      Miss K Martin  
Mr P Jones (1.2.23)      Mrs S Perkins      Mr C J Spruce

*Trustees who have retired:* Mrs K Toothill (29.6.22)

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website and the regularly emailed newsletters to keep them up to date with their duties and responsibilities.

*Administrator:* Mr O Birch      *Editor:* Mr M Guest

*Bankers:* Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

*Independent Examiner:* A. P. Morris FCA of Dains Audit Ltd, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

### *Minimum Subscription:*

Life Membership (single)	£425
Life Membership (joint)	£600

### *Annual Minimum Subscription:*

Individual Membership	£25
Joint Membership	£40
Overseas Membership	£40

*Email:* friends@lichfield-cathedral.org

*Web address:* www.lichfield-cathedral.org/friends

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2022**

### **Governance**

The Friends of Lichfield Cathedral, founded in 1937, is governed by a constitution approved on 21 May 2011, revised on 29 June 2022, and is constituted as an unincorporated association.

### **Trustees**

The trustees are set out on page 1. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected every three years by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

### **Objects**

- To further the religious and other charitable work of Lichfield Cathedral.
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

### **Aims**

- To draw into fellowship the people of the Diocese and others with an interest in Lichfield Cathedral.
- To work with the Chapter in furthering the religious and charitable work of the Cathedral.
- To assist the work of repairing and preserving the fabric of the Cathedral and its precincts, its furnishings and vestments and to enhance it with special gifts.
- To support the worship and music of the Cathedral.
- To arouse, stimulate and maintain parish and public interest in the Cathedral.
- To provide a means whereby people who have at heart the wellbeing, mission and purpose of the Cathedral can keep in touch with its life and work.
- To raise and invest money to further the objects of the Friends.
- To organise social events and opportunities of fellowship, and to support such other charitable purposes relating to Lichfield Cathedral as the Executive Council in its absolute discretion shall see fit.

### **Review of Activities and Achievements**

The Friends have enjoyed a busy year being able to return to a programme of events which we might have expected to see before the pandemic. Trips out were to Hartlebury Castle in Worcestershire, a most fascinating place, John Taylor & Co Bell Foundry in Loughborough, where the Cathedral's peal of ten were recast in 1947, and Ely Cathedral's Christmas Market. In June, the Annual General Meeting was held in the Cathedral, followed by a talk by The Dean about the new Shrine of St Chad, and in September, the St Chad Supper was held at the Guildhall in Lichfield with 65 Friends in attendance. In November, the new Shrine was consecrated, and the Relic brought back into the Cathedral. An event which has taken many years to achieve. The Friends supported this with several projects, including purchasing new copes for Area Bishops, the restoration of a Victorian cope hood, a processional cross and candle holders to stand by the Shrine and a contribution towards the flowers for the consecration service. We are grateful to all the Friends who pay an annual subscription which contributes to our funds. However, fundraising is not limited to this and in 2022, two very successful Classy Cast Offs sales were held raising a surplus of over £1,700 and the Christmas Tree Festival contributing almost £18,000 to funds. The Friends have, this year, prepared and introduced our own Safeguarding Policy and appointed two Safeguarding Officers.

## **The Friends of Lichfield Cathedral Annual Report 2022 continued**

### **Financial Review**

#### **i) Year End Results**

The accounts for the year ended 31 December 2022 are attached.

It has been an extraordinary year with the balance sheet showing net assets totalling £907,206. This is a huge increase on last year's total of £113,679 and is largely resulting from the receipt a legacy of £775,000 from the estate of the late Mr Mark Farrant. This is an interim payment as the estate is not yet finalised and when the property is disposed of a further substantial final payment is anticipated.

Overall income during the year therefore increased massively to £825,150 up from £111,216 in 2021. It is encouraging to see an increase in our supporters' donations which amounted to £19,381 up from £17,623 in 2021 (see accounts note 2). As our programme of social events has returned to some normality a healthy surplus of £1,410 was generated up from £342 in 2021. We held two Classy Cast Offs sales during the year which raised the amount of £1,794 (see accounts note 4). The Christmas Tree Festival was very successful raising almost £18,000, a record amount since the festival began. The income associated with the festival is shown in the accounts (note 4) and the costs on the Statement of Activities page. Income from investments and interests on cash deposits rose considerably to £6,976 from £2,078 in 2021 (see accounts note 5) and is largely resulting from monies received from the Mark Farrant legacy mentioned above, being placed on deposit.

Expenditure was £24,306 and much less than £129,869 in 2021. The main reason for this is that a large grant to the Cathedral Resource Appeal of £100,000 was accounted for in 2021, even though £50,000 was actually paid during the current year. Grants made during the year totalled £13,468 (see accounts note 7). There was a modest increase in general expenditure to £8,117 from £6,230 in 2021. Details are shown in the accounts (note 6).

The value of investments decreased to £55,121 from £62,438 in 2021. This is largely in line with movements in the stock market and had we not sold some of our holdings in 2021 the fall would have been greater.

Also, during the past year:

- The Friends entered into a new Service Level Agreement with the Cathedral and a revised monthly administration charge of £425 was agreed, to be reviewed annually.
- A Share Gifting Scheme was introduced which is hoped may appeal to members who wish to dispose of unwanted shares and donate the proceeds to The Friends in a tax efficient manner.
- Membership rates were reviewed. Annual membership now comprises an individual rate of £25 and a joint rate of £40. Life membership now comprises an individual rate of £425 and a joint rate of £600. It is hoped that the new rates will have wider appeal.

#### **ii) Financial Reserves Policy**

Cash reserves are held in a Lloyds Bank current account for everyday purposes and a Church of England Deposit Fund account. A Church of England Investment Unit Trust Fund is also held which is designed specifically for the charity sector to generate both income and capital growth. The fund or part thereof can be readily liquidated should the need for cash arise. The trustees regularly monitor interest rates and investment performance and may adjust the ratio of cash to investments depending on the performance of the stock market at the time and the prevailing rates of interest on cash deposits.

Net assets are unrestricted, and the funds can be freely used by the trustees. The trustees review the total reserves at each of their quarterly executive council meetings. They have estimated that a

minimum reserve of £25,000 is required to maintain the efficient running of the charity and to provide the required level of services to supporters for a period of one year. Further reserves are required from time to time to meet the commitments made to the Dean and Chapter and as a contingency should unforeseen circumstances arise. As such the trustees may consider holding larger amounts of cash on deposit or investing in appropriate Church of England investment funds. The trustees consider that the net assets at the present time meet these criteria.

### **iii) Financial Controls Policy**

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

### **Risk Review**

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

### **Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Signed on behalf of the charity's trustees on 25<sup>th</sup> April 2023**

**Sandra Cottrell, Vice Chair**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes set out on pages 6 to 10.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

A P Morris FCA  
of Dains Audit Ltd  
St. John's Court  
Wiltell Road  
Lichfield  
Staffordshire,  
WS14 9DS

Date: 25 April 2023

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Note	Total 2022 £	Total 2021 £
<b>Income from:</b>			
Donations and similar incoming resources	2	20,791	18,005
Legacies	3	775,000	72,305
Activities for generating funds	4	22,383	18,828
Investments	5	6,976	2,078
		-----	-----
<b>Total Income</b>		825,150	111,216
<b>Expenditure on:</b>			
Raising funds – Christmas tree festival		2,721	2,389
General and publicity expenditure	6	8,117	6,230
Grants payable	7	13,468	121,250
		-----	-----
<b>Total</b>		24,306	129,869
		-----	-----
Net gains/(losses) on investments		(7,317)	8,414
Net income/(expenditure)		793,527	(10,239)
<b>Reconciliation of funds:</b>			
Total funds brought forward		113,679	123,918
		-----	-----
<b>Total funds carried forward</b>		907,206	113,679
		-----	-----

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
BALANCE SHEET 31 DECEMBER 2022**

	Notes	2022		2021	
		£	£	£	£
<b>Fund balances</b>					
General funds			907,206		113,679
			<hr/>		<hr/>
<b>The fund balances are represented by:</b>					
<b>Investments</b>	1b & 9		55,121		62,438
<b>Current assets</b>					
Debtors	10	5,529		57,527	
CBF deposit		824,161		37,185	
Cash at bank and in hand		28,961		10,003	
			<hr/>		<hr/>
		858,651		104,715	
			<hr/>		<hr/>
<b>Current liabilities</b>					
Creditors: Grant		3,829		50,000	
: Other		2,737		3,474	
			<hr/>		<hr/>
		6,566		53,474	
			<hr/>		<hr/>
<b>Net current assets</b>			852,085		51,241
			<hr/>		<hr/>
<b>Net assets</b>			907,206		113,679
			<hr/>		<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 25 April 2023 and signed on their behalf by:

S Cottrell	} Members of the
N Platts	} Executive Council

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2022**

**1. Accounting Policies**

- a) The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.
- b) The accounts are prepared on an historical cost basis except that investments are included at market value.
- c) The accounts have been prepared on an accruals basis.
- d) Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e) Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

<b>2. Donations and similar incoming resources</b>	<b>2022</b>	<b>2021</b>
	£	£
Subscriptions and donations including gift aid	19,381	17,623
Social events surplus	1,410	382
	<hr/>	<hr/>
	20,791	18,005
	<hr/>	<hr/>
<b>3. Legacies</b>		
Mr M H L Farrant	775,000	50,000
Miss L J Gibson		12,305
Mr A A Waters	-	10,000
	<hr/>	<hr/>
	775,000	72,305
	<hr/>	<hr/>
<b>4. Activities for generating funds</b>		
Christmas Tree Festival including gift aid	20,589	17,603
Other	1,794	1,225
	<hr/>	<hr/>
	22,383	18,828
	<hr/>	<hr/>
<b>5. Investment income</b>		
Income from listed investments	1,640	2,055
Deposit interest	5,336	23
	<hr/>	<hr/>
	6,976	2,078
	<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2022 [Continued]**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>6. General and publicity expenditure</b>		
Dean and Chapter – administration	4,725	4,200
Independent examination	756	720
Annual Report and Mailings	1,607	918
Trustees’ and public liability insurance	392	392
Sundry expenses including leaflets and totem	637	-
	8,117	6,230
<b>7. Grants payable</b>		
Dean and Chapter –		
Outside benches including plaques	1,164	-
Victorian Cope restoration	2,725	-
Flowers for St Chad’s Shrine dedication	1,000	-
Area Bishops’ copes	3,750	-
Simon Manby exhibition sponsorship	1,000	-
Cross and lights for St Chad’s Shrine	3,829	-
Cathedral Gardening Group	-	250
Retrospective Booklet	-	2,500
ReSource Appeal	-	100,000
Artist in Residence	-	18,500
	13,468	121,250
<b>8. Related party transactions and trustees remuneration and expenses</b>		
No remuneration or expenses, directly or indirectly, out of the funds of the Charity were paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2021 - £nil).		
<b>9. Investments</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Investments held at 1 January 2022	62,438	87,303
Sale proceeds	-	(33,279)
Profit on disposal	-	565
Net gain/ (loss) on revaluation	(7,317)	7,849
	55,121	62,438
<b>The Investments comprise</b>		
2669.83 units CBF Investment Fund	55,121	62,438
<b>10. Debtors</b>		
Tax repayable	1,200	1,801
Legacies	-	50,000
Other	4,329	5,726
	5,529	57,527

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2022 [Continued]**

**11. Contingent Asset**

The trustees have been notified that the charity is the beneficiary of two estates for which the amounts to be paid to the charity have not yet been confirmed. In view of the uncertainty over the amounts that may be received, the trustees have concluded that the conditions for recognition of these legacies have not yet been met and accordingly these legacies are not reflected in the financial statements.

**THE FRIENDS OF LICHFIELD CATHEDRAL**

England & Wales - Charity number 1102791

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# Accounts

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**FRIENDS OF LICHFIELD CATHEDRAL  
[FELLOWSHIP OF ST CHAD]**

**REGISTERED CHARITY NUMBER: 1102791**

**ACCOUNTS YEAR ENDED  
31 DECEMBER 2021**

**Dains LLP  
Chartered Accountants  
St John's Court  
Wiltell Road  
Lichfield  
Staffordshire  
WS14 9DS**

## THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)

### Registered Charity Number 1102791 Annual Report for the year ending 31 December 2021

*Principal address:* The Friends Desk, 19a The Close, Lichfield, WS13 7LD      *Tel:* 01543 306100

*Patrons:* Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire  
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

*President:* The Rt Revd Dr Michael Igrave, Bishop of Lichfield

#### *Executive Council and Trustees 2021/22*

*Chairman (Ex Officio):* The Very Revd A J Dorber

*Vice Chairman:* Mrs S Cottrell

*Treasurer:* Mr N Platts

*Secretary:*

Mrs S Perkins

*Events Secretary:*

Mr J Maxwell-Jones

*Chapter Appointed:* Mr M Hope-Urwin (24.5.21)

*Elected Members:* Mr P Harris (21.7.21)      Miss K Martin (21.7.21)      Mrs N J Provost

Mr C J Spruce      Mrs K Toothill

*Trustees who have retired in 2021:* MR D T Cliffe      Miss J Sutton      Mr S Taylor

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website and the regularly emailed newsletters to keep them up to date with their duties and responsibilities.

*Administrator:* Mr O Birch      *Editor:* Mr M Guest

*Bankers:* Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

*Independent Examiner:* A. P. Morris FCA of Dains LLP, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

#### *Minimum Subscription:*

Life Membership: Ordinary      £600

Life Membership: Senior Citizens (over 65)      £300

#### *Annual Minimum Subscription:*

Individual Membership      £25

Joint Membership      £40

Overseas Membership      £40

*Email:* friends@lichfield-cathedral.org

*Web Address:* www.lichfield-cathedral.org/friends

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2021**

### **Governance**

The Friends of Lichfield Cathedral, founded in 1937, is governed by a Constitution approved on 21 May 2011 and is constituted as an unincorporated association.

### **Trustees**

The trustees are set out on page 1. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected annually by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

### **Objects**

- To further the religious and other charitable work of Lichfield Cathedral.
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

### **Aims**

- To draw into fellowship the people of the Diocese and others with an interest in Lichfield Cathedral.
- To work with the Chapter in furthering the religious and charitable work of the Cathedral.
- To assist the work of repairing and preserving the fabric of the Cathedral and its precincts, its furnishings and vestments and to enhance it with special gifts.
- To support the worship and music of the Cathedral.
- To arouse, stimulate and maintain parish and public interest in the Cathedral.
- To provide a means whereby people who have at heart the wellbeing, mission and purpose of the Cathedral can keep in touch with its life and work.
- To raise and invest money to further the objects of the Friends.
- To organise social events and opportunities of fellowship, and to support such other charitable purposes relating to Lichfield Cathedral as the Executive Council in its absolute discretion shall see fit.

### **Review of Activities and Achievements**

Reporting on Friends activities for 2021, another extraordinary year of plans made and hopes dashed, will be brief. However, we were delighted that we did manage to hold the Annual General Meeting, in person, in the Cathedral in July when we received a fascinating talk by Dr Gareth Williams on the Kingdom of Mercia.

Fundraising activities also took place despite everything, we managed to hold two Classy Cast Off sales raising £1,225 and December saw the return of our Christmas Tree Festival which this year was so welcomed by the public and the Cathedral community. Despite fewer trees and more restricted opening, we managed to raise £15,200. After a year without the festival it was great to see the Quire aisles adorned with 44 beautifully decorated Christmas Trees and Friends greeting thousands of visitors to view them. A fitting end to what had been such a difficult year for so many. Many thanks are extended to our Administrator, Oliver Birch, Friends and committee members for all their support and help given in 2021.

A last minute change of plans saw 33 Friends going by coach to Chester on 15 December to visit the Cathedral, Christmas Market and beautiful town centre, and it was really wonderful to just be doing things together once again.

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2021**

### **Review of Activities and Achievements (cont'd)**

In 2021, grants to the Cathedral included £100,000 towards the ReSource Appeal, £18,500 towards the final year of the Artist in Residence project, £2,500 towards an exhibition brochure and £250 towards plants for a new mediaeval herb garden. It was wonderful to see the statue of St Chad unveiled, albeit a little later than the original plan, The Friends of Lichfield Cathedral being amongst many providing donations towards this.

As we move forward into 2022 we will endeavour to arrange an interesting programme, giving opportunity to both share time together and offer support to our beautiful Cathedral in its 1350th year since St Chad, our Co-Patron's death.

### **Financial Review**

#### **i) Year End Results**

The accounts for the year ended 31 December 2021 are attached which show net assets totalling £113,679, a decrease of £10,239 from the previous year.

The executive committee has continued to offer financial support to the Dean and Chapter at a time when the cathedral finances have been under pressure from the covid pandemic and other issues. After consideration of a request from the Dean and Chapter, £100,000 has been pledged to support the Cathedral ReSource Appeal. This commitment by The Friends has been the catalyst for the securing of further grants by the Dean and Chapter. Other grants have also been made as described in the review of activities below. The total of grants either made or committed to be made during the year amount to £121,250 and has been the major source of expenditure.

Income increased considerably by £78,774 from the previous year to £111,216. Thanks to our loyal support base, the total of £17,263 received in donations has held up well, being very slightly less than the previous year. As a result of the continuing covid pandemic, one social event and the AGM were organised which generated a small surplus of £382, a small reduction from the previous year. As mentioned in the Review of Activities above, fund raising events comprising "The Christmas Tree Festival" and two "Classy Cast Off" sales raised a combined surplus of £16,439. Investment income reduced by £672 to £2,078, partly owing to very low interest rates on cash deposits and the decision to sell some investments to shore up cash reserves. One third of the Investment Fund and the whole of the Fixed interest Fund were sold. The amount invested in the latter was relatively small at just over £5,000 and produced minimal income. However, legacies totalling £72,305 have been received or notified during the year, providing a significant addition to income. We were notified of a substantial legacy from Mr Mark Farrant comprising a pecuniary legacy of £50,000 together with a residual legacy which has yet to be properly quantified. The latter will be accounted for in a future year. We are most grateful indeed to our benefactors and for their generously in remembering The Friends.

Expenditure increased by £51,682 from the previous year to £129,869. As described above, grants totalling £121,250 were either made or committed to be made, an increase of £49,950 on the previous year. There was a small reduction of £657 in general expenditure from the previous year amounting to £6,230.

The value of investments decreased by £24,865 to £62,438, for reasons described above. However, the value of the remaining investment has held up well.

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2021**

### **Financial Review (cont'd)**

#### **i) Year End Results (cont'd)**

In summary whilst total assets have decreased by just over £10,000 during the year, legacies and the surplus from fund raising events have mitigated the amount of the decrease thus enabling the level of financial support to the Dean and Chapter to be met whilst at the same time maintaining an appropriate level of financial reserves.

#### **ii) Financial Reserves Policy**

Cash reserves are held in a Lloyds Bank current account for everyday purposes and a Church of England Deposit Fund account. A Church of England Investment Unit Trust Fund is also held which is designed specifically for the charity sector to generate both income and capital growth. The fund or part thereof can be readily liquidated should the need for cash arise. The trustees regularly monitor interest rates and investment performance.

Net assets are unrestricted, and the funds can be freely used by the trustees. The trustees review the total reserves at each of their quarterly executive council meetings. They have estimated that a reserve of £20,000 is required to maintain the efficient running of the charity and to provide the required level of services to donors for a period of one year. Further reserves are required from time to time to meet the commitments made to the Dean and Chapter and furthermore as a contingency should unforeseen circumstances arise. The trustees consider that the net assets meet these criteria.

#### **iii) Financial Controls Policy**

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

### **Risk Review**

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

### **Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Signed on behalf of the charity's trustees on 18<sup>th</sup> March 2021**



**Sandra Cottrell, Vice Chair**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material 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 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

A P Morris FCA  
of Dains LLP  
St. John's Court  
Wiltell Road  
Lichfield  
Staffordshire,  
WS14 9DS

Date: 18 March 2022

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Note	Total 2021 £	Total 2020 £
<b>Income from:</b>			
Donations and similar incoming resources	2	18,005	18,611
Legacies	3	72,305	11,000
Activities for generating funds	4	18,828	81
Investments	5	2,078	2,750
		-----	-----
<b>Total Income</b>		111,216	32,442
<b>Expenditure on:</b>			
Raising funds – Christmas tree festival		2,389	-
General and publicity expenditure	6	6,230	6,887
Grants payable	7	121,250	71,300
		-----	-----
<b>Total</b>		129,869	78,187
		-----	-----
Net gains/(losses) on investments		8,414	5,471
Net income/(expenditure)		(10,239)	(40,274)
<b>Reconciliation of funds:</b>			
Total funds brought forward		123,918	164,192
		-----	-----
<b>Total funds carried forward</b>		113,679	123,918
		-----	-----

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
BALANCE SHEET 31 DECEMBER 2021**

	Notes	2021		2020	
		£	£	£	£
<b>Fund balances</b>					
General funds			113,679		123,918
			<hr/>		<hr/>
<b>The fund balances are represented by:</b>					
<b>Investments</b>	1b & 9		62,438		87,303
<b>Current assets</b>					
Debtors	10	57,527		4,511	
CBF deposit		37,185		38,829	
Cash at bank and in hand		10,003		5,959	
			<hr/>		<hr/>
		104,715		49,299	
			<hr/>		<hr/>
<b>Current liabilities</b>					
Creditors: Grant		50,000		12,000	
: Other		3,474		684	
			<hr/>		<hr/>
		53,474		12,684	
			<hr/>		<hr/>
<b>Net current assets</b>			51,241		36,615
			<hr/>		<hr/>
<b>Net assets</b>			113,679		123,918
			<hr/>		<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 18 March 2022 and signed on their behalf by:

A J Dorber } Members of the

N Platts } Executive Council

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2021**

**1. Accounting Policies**

- a] The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.  
The charity constitutes a public benefit entity as defined by FRS 102.
- b] The accounts are prepared on an historical cost basis except that investments are included at market value.
- c] The accounts have been prepared on an accruals basis.
- d] Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e] Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.  
Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

<b>2. Donations and similar incoming resources</b>	<b>2021</b>	<b>2020</b>
	£	£
Subscriptions and donations including gift aid	17,623	17,726
Social events surplus	382	885
	<hr/>	<hr/>
	18,005	18,611
	<hr/>	<hr/>
<b>3. Legacies</b>		
Mr A A Waters	10,000	-
Miss L J Gibson	12,305	-
Mr M H L Farrant	50,000	
Mrs A J De Hamel	-	3,000
Mrs C L Glover	-	5,000
Mr W Kenyon-Slaney	-	2,000
Mrs J M Paddock	-	1,000
	<hr/>	<hr/>
	72,305	11,000
	<hr/>	<hr/>
<b>4. Activities for generating funds</b>		
Christmas Tree Festival including gift aid	17,603	81
Other	1,225	-
	<hr/>	<hr/>
	18,828	81
	<hr/>	<hr/>
<b>5. Investment income</b>		
Income from listed investments	2,055	2,476
Deposit interest	23	274
	<hr/>	<hr/>
	2,078	2,750
	<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2021 [Continued]**

	2021	2020
	£	£
<b>6. General and publicity expenditure</b>		
Dean and Chapter – administration	4,200	4,200
Independent examination	720	720
Annual Report and Mailings	918	1,575
Trustees' and public liability insurance	392	392
	6,230	6,887
<b>7. Grants payable</b>		
Dean and Chapter –		
Cathedral Gardening Group	250	-
Retrospective Booklet	2,500	-
ReSource Appeal	100,000	-
Covid-19 Crisis	-	5,800
NHLF Project	-	20,000
Artist in Residence	18,500	18,500
Covid-19 Recovery (Music)	-	15,000
Big Give Christmas Challenge 2020	-	12,000
	121,250	71,300
<b>8. Related party transactions and trustees remuneration and expenses</b>		
No remuneration or expenses, directly or indirectly, out of the funds of the Charity were paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2020 - £nil).		
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>9. Investments</b>		
Investments held at 1 January 2021	87,303	81,832
Sale proceeds	(33,279)	-
Profit on disposal	565	-
Net gain/ (loss) on revaluation	7,849	5,471
	62,438	87,303
Investments held at 31 December 2021	62,438	87,303
<b>The Investments comprise</b>		
CBF Fixed Interest Securities Fund	-	5,418
CBF Investment Fund	62,438	81,885
	62,438	87,303
<b>10. Debtors</b>		
Tax repayable	1,801	1,371
Legacies	50,000	3,000
Other	5,726	140
	57,527	4,511

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2021 [Continued]**

**11. Contingent Asset**

The trustees have been notified that the charity is the beneficiary of two estates for which the amounts to be paid to the charity have not yet been confirmed. In view of the uncertainty over the amounts that may be received, the trustees have concluded that the conditions for recognition of these legacies have not yet been met and accordingly these legacies are not reflected in the financial statements.

**THE FRIENDS OF LICHFIELD CATHEDRAL**

England & Wales - Charity number 1102791

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# Accounts

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**FRIENDS OF LICHFIELD CATHEDRAL  
[FELLOWSHIP OF ST CHAD]**

**REGISTERED CHARITY NUMBER: 1102791**

**ACCOUNTS YEAR ENDED  
31 DECEMBER 2020**

**Dains LLP  
Chartered Accountants  
St John's Court  
Wiltell Road  
Lichfield  
Staffordshire  
WS14 9DS**

**THE FRIENDS OF LICHFIELD CATHEDRAL (Fellowship of St. Chad)**  
**Registered Charity Number 1102791**  
**Annual Report for the year ending 31 December 2020**

*Principal address:* The Friends Desk, 19a The Close, Lichfield, WS13 7LD      *Tel:* 01543 306100

*Patrons:* Mr Ian Dudson, CBE, CStJ, Lord Lieutenant of Staffordshire  
Mrs Anna Turner, JP, Lord Lieutenant of Shropshire

*President:* The Rt Revd Dr Michael Ipgrave, Bishop of Lichfield

*Executive Council and Trustees 2020/21*

<i>Chairman (Ex Officio):</i>	The Very Revd A J Dorber		
<i>Vice Chairman:</i>	Mr J Maxwell-Jones	<i>Secretary:</i>	Mrs S Perkins (co-opted 29.7.19)*
<i>Treasurer:</i>	Mr N Platts	<i>Events Secretary:</i>	Mrs S Cottrell

*Chapter Appointed:* Vacant

*Elected Members:* Mr D T Cliffe\*    Mrs N J Provost\*  
Mr C J Spruce    Miss J Sutton    Mr S Taylor    Mrs K Toothill

*Trustees who have retired:* Miss A Parkhill (retired from Chapter 2.3.21)      Mrs D A Barnett (31.12.20)

\* In light of the extenuating circumstances in 2020 the Chairman made a resolution that those due to retire, or seek re-election, as a trustee would continue in office until 31 December 2020 or until an AGM could take place in 2021.

New trustees are provided with a copy of the governing constitution, a copy of the most recent annual report and accounts and minutes of recent Executive Council meetings. New trustees receive an email from the Charity Commission detailing their responsibilities. They are also encouraged to read guidance note "CC3: The Essential Trustee" via the Charity Commission website and the regularly emailed newsletters to keep them up to date with their duties and responsibilities.

*Administrator:* Mr O Birch      *Editorship team:* Mr M Guest      Mr J Maxwell-Jones

*Bankers:* Lloyds Bank plc, 22 Conduit Street, Lichfield, WS13 6JS

*Independent Examiner:* A. P. Morris FCA of Dains LLP, St. John's Court, Wiltell Road, Lichfield, WS14 9DS

*Minimum Subscription:*

Life Membership: Ordinary	£600
Life Membership: Senior Citizens (over 65)	£300

*Annual Minimum Subscription:*

Ordinary Membership	£25
Senior Citizens (over 65)	£20
Overseas Membership (all ages)	£40
Parish Church	£25
Corporate Members	£35
Gift Membership (available on request)	£25 (£40 overseas)

*Email:* friends@lichfield-cathedral.org

*Web Address:* www.lichfield-cathedral.org/friends

**Large copies of this document are available on request.**

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2020**

### **Governance**

The Friends of Lichfield Cathedral, founded in 1937, is governed by a Constitution approved on 21 May 2011 and is constituted as an unincorporated association.

### **Trustees**

The trustees who served during the year are set out on page 1. In light of the extenuating circumstances in 2020 the Chairman, Dean Adrian, made a resolution that those due to retire, or seek re-election, as a trustee would continue in office until 31 December 2020 or until an AGM could take place in 2021. The chairman is an ex-officio officer and trustee. The four officers of vice chairman, secretary, treasurer and events secretary are elected annually by the membership and are trustees. Two trustees are appointed by the Chapter of Lichfield Cathedral. Nine trustees are elected by the membership for periods of three years and retire in rotation. No elected trustee may serve more than two terms of three years in one position. In addition, the Executive Council may appoint up to two trustees to represent the wider interests of the diocese.

### **Objects**

- To further the religious and other charitable work of Lichfield Cathedral.
- To assist and promote the restoration, maintenance, repair and improvement of the Cathedral and to support the worship, music and ministry of the Cathedral.

### **Aims**

- To draw into fellowship the people of the Diocese and others with an interest in Lichfield Cathedral.
- To work with the Chapter in furthering the religious and charitable work of the Cathedral.
- To assist the work of repairing and preserving the fabric of the Cathedral and its precincts, its furnishings and vestments and to enhance it with special gifts.
- To support the worship and music of the Cathedral.
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- To provide a means whereby people who have at heart the wellbeing, mission and purpose of the Cathedral can keep in touch with its life and work.
- To raise and invest money to further the objects of the Friends.
- To organise social events and opportunities of fellowship, and to support such other charitable purposes relating to Lichfield Cathedral as the Executive Council in its absolute discretion shall see fit.

### **Review of Activities and Achievements**

2020 has been an extraordinary year when most planned activity was cancelled or postponed. Despite this, Friends have remained well connected through a weekly email message sent by the Dean and the annual report sent in December. One event which did take place was the Candlemas Supper in February 2020 at which we enjoyed a delicious meal prepared by Chapters, the Cathedral's café, and a performance by Lesley Smith as Nell Gwynne. The Friends has provided much needed financial support to the Cathedral during the pandemic, totalling more than we would give in a typical year. Grants included towards an office manager post, 'Resilient Heritage' project, a significant contribution towards the music, and match funding towards The Big Give Christmas Challenge. We also continued to support the Artist-in-Residence for a further year.

### **Financial Review**

#### **i) Year End Results**

The accounts for the year ended 31 December 2020 are enclosed. Net assets total £123,918, a decrease of £40,274 from £164,192 in the previous year. The Covid pandemic has impacted on finances during the past year and the decrease in net assets has arisen as a result of a fall in income compounded by a

## **The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2020**

rise in expenditure. The executive committee felt that it should do all that it could to offer financial support to the Dean and Chapter at a time when the cathedral finances have been under considerable pressure. Consequently, following several requests, grants have been made, which alone, have been the major element of expenditure during the year.

Income fell by £10,771 from the previous year to £32,442. However, thanks to our loyal support base, donations, including the gift aid tax reclaim on them, have remained constant, with just a very small reduction of £130 on the previous year to £17,726. No social events were able to be held following the beginning of the lock down in March and hence there was a reduction in the surplus generated of £885 compared with £2,504 in the previous year. The Christmas Tree Festival, usually the main fundraising event of the year, could not take place, leaving a potential shortfall of around £17,000. Investment income reduced slightly by £272 to £2,750. However, legacies totalling £11,000 have been gratefully received providing a very welcome boost to income.

Expenditure increased by £17,203 to £78,187 from £60,984 in the previous year. As mentioned above a number of grants were made totalling £71,300, an increase of £20,285 in the previous year. There was a small reduction of £1,039 in general expenditure to £6,887 from £7,926 in the previous year.

The value of investments increased by £5,471 to £87,303.

In summary whilst total assets have decreased by £40,274 during the year, legacies and the increase in the value of investments have mitigated the amount of this decrease thus enabling the level of financial support to the Dean and Chapter to be met whilst at the same time maintaining an appropriate level of financial reserves.

### **ii) Financial Reserves Policy**

Cash reserves are held in a Lloyds Bank current account for everyday purposes and a Church of England Deposit Fund account. Other investments comprise two Church of England Unit Trust Funds, designed specifically for the charity sector to generate both income and capital growth. The investments can be readily liquidated should the need for cash arise. The trustees regularly monitor interest rates and investment performance.

Net assets are unrestricted, and the funds can be freely used by the trustees. The trustees review the total reserves at each of their quarterly executive council meetings. They have estimated that a reserve of £20,000 is required to maintain the efficient running of the charity and to provide the required level of services to donors for a period of one year. Further reserves are required from time to time to meet the commitments made to the Dean and Chapter and furthermore as a contingency should unforeseen circumstances arise. The trustees consider that the net assets meet these criteria.

### **iii) Financial Controls Policy**

The trustees have put a Financial Controls Policy in place as recommended by the Charity Commission in guidance note CC8. This is to ensure that assets are properly used, funds are spent effectively, and financial affairs are well managed. The policy is reviewed annually.

### **Risk Review**

The trustees have examined the major internal and external risks which the charity faces and confirm that systems have been established to minimise these risks.

**The Friends of Lichfield Cathedral Annual Report for the year ending 31 December 2020**

**Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and have complied with their duties under the Charities Act 2011.

**Signed on behalf of the charity's trustees on 22 April 2021**

A handwritten signature in black ink that reads "John Maxwell-Jones". The signature is written in a cursive style with a large initial 'J'.

**John Maxwell-Jones, Vice Chairman**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE EXECUTIVE COUNCIL OF THE FRIENDS OF LICHFIELD CATHEDRAL (FELLOWSHIP OF ST CHAD)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and associated notes.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material 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 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

A P Morris FCA  
of Dains LLP  
St. John's Court  
Wiltell Road  
Lichfield  
Staffordshire,  
WS14 9DS

Date: 22 April 2021

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Total 2020 £	Total 2019 £
<b>Income from:</b>			
Donations and similar incoming resources	2	18,611	20,360
Legacies	3	11,000	-
Activities for generating funds	4	81	19,831
Investments	5	2,750	3,022
		<hr/>	<hr/>
<b>Total Income</b>		32,442	43,213
<b>Expenditure on:</b>			
Raising funds – Christmas tree festival		-	2,043
General and publicity expenditure	6	6,887	7,926
Grants payable	7	71,300	51,015
		<hr/>	<hr/>
<b>Total</b>		78,187	60,984
		<hr/>	<hr/>
Net gains/(losses) on investments		5,471	12,192
Net income/(expenditure)		(40,274)	(5,579)
<b>Reconciliation of funds:</b>			
Total funds brought forward		164,192	169,771
		<hr/>	<hr/>
<b>Total funds carried forward</b>		123,918	164,192
		<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
BALANCE SHEET 31 DECEMBER 2020**

	Notes	2020		2019	
		£	£	£	£
<b>Fund balances</b>					
General funds			123,918		164,192
			<hr/>		<hr/>
<b>The fund balances are represented by:</b>					
<b>Investments</b>	1b & 9		87,303		81,832
<b>Current assets</b>					
Debtors	10	4,511		6,357	
CBF deposit		38,829		64,079	
Cash at bank and in hand		5,959		14,163	
			<hr/>		<hr/>
		49,299		84,599	
			<hr/>		<hr/>
<b>Current liabilities</b>					
Creditors: Grant		12,000		-	
: Other		684		2,239	
			<hr/>		<hr/>
		12,684		2,239	
			<hr/>		<hr/>
<b>Net current assets</b>			36,615		82,360
			<hr/>		<hr/>
<b>Net assets</b>			123,918		164,192
			<hr/>		<hr/>

The Members of the Executive Council acknowledge their responsibilities for:

1. Ensuring that the Charity keeps accounting records which comply with the Charities Act 2011;
2. Preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and its financial activities for each financial year in accordance with the requirements of the Charities Act 2011 relating to accounts so far as applicable to the Charity.

These accounts were approved by the Executive Council on 22 April 2021 and signed on their behalf by:

A J Dorber } Members of the

N Platts } Executive Council

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2020**

**1. Accounting Policies**

- a] The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.
- b] The accounts are prepared on an historical cost basis except that investments are included at market value.
- c] The accounts have been prepared on an accruals basis.
- d] Life Members pay a one-off subscription which is credited to income in full in the year of receipt.
- e] Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

<b>2. Donations and similar incoming resources</b>	<b>2020</b>	<b>2019</b>
	£	£
Subscriptions and donations including gift aid	17,726	17,856
Social events surplus	885	2,504
	<hr/>	<hr/>
	18,611	20,360
	<hr/>	<hr/>
<b>3. Legacies</b>		
Mrs A J De Hamel	3,000	-
Mrs C L Glover	5,000	-
Mr W Kenyon-Slaney	2,000	-
Mrs J M Paddock	1,000	-
	<hr/>	<hr/>
	11,000	-
	<hr/>	<hr/>
<b>4. Activities for generating funds</b>		
Christmas Tree Festival including gift aid	81	19,831
Other	-	
	<hr/>	<hr/>
	81	19,831
	<hr/>	<hr/>
<b>5. Investment income</b>		
Income from listed investments	2,476	2,443
Deposit interest	274	579
	<hr/>	<hr/>
	2,750	3,022
	<hr/>	<hr/>

**FRIENDS OF LICHFIELD CATHEDRAL [FELLOWSHIP OF ST CHAD]  
NOTES TO THE ACCOUNTS 31 DECEMBER 2020 [Continued]**

	2020	2019
	£	£
<b>6. General and publicity expenditure</b>		
Dean and Chapter – administration	4,200	4,200
Independent examination	720	720
Annual Report and Mailings	1,575	2,614
Trustees’ and public liability insurance	392	392
	<hr/>	<hr/>
	6,887	7,926
	<hr/>	<hr/>
<b>7. Grants payable</b>		
Dean and Chapter –		
Covid-19 Crisis	5,800	-
NHLF Project	20,000	-
Artist in Residence	18,500	18,500
Covid-19 Recovery (Music)	15,000	-
Big Give Christmas Challenge 2020	12,000	-
St Chad’s Statue	-	30,415
Automation of Cathedral clock	-	2,100
	<hr/>	<hr/>
	71,300	51,015
	<hr/>	<hr/>
<b>8. Related party transactions and trustees remuneration and expenses</b>		
No remuneration or expenses, directly or indirectly, out of the funds of the Charity was paid or payable for the year to any trustee or to any person or persons known to be connected to them. (2019 - £nil).		
	2020	2019
	£	£
<b>9. Investments</b>		
Investments held at 1 January 2020	81,832	69,640
Net gain/ (loss) on revaluation	5,471	12,192
	<hr/>	<hr/>
Investments held at 31 December 2020	87,303	81,832
	<hr/>	<hr/>
<b>The Investments comprise</b>		
CBF Fixed Interest Securities Fund Shares	5,418	5,236
CBF Investment Fund Shares	81,885	76,596
	<hr/>	<hr/>
	87,303	81,832
	<hr/>	<hr/>
<b>10. Debtors</b>		
Tax repayable	1,371	3,222
Legacies	3,000	1,000
Other	140	2,135
	<hr/>	<hr/>
	4,511	6,357
	<hr/>	<hr/>