

**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 Ipgrave, 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
		<hr/>	<hr/>
<b>Total Income</b>		825,150	111,216
		<hr/>	<hr/>
<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
		<hr/>	<hr/>
<b>Total</b>		24,306	129,869
		<hr/>	<hr/>
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
		<hr/>	<hr/>
<b>Total funds carried forward</b>		907,206	113,679
		<hr/>	<hr/>

**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>
	<b>£</b>	<b>£</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	-
	<hr/>	<hr/>
	8,117	6,230
	<hr/>	<hr/>
<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
	<hr/>	<hr/>
	13,468	121,250
	<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 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>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>9. Investments</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
	<hr/>	<hr/>
Investments held at 31 December 2022	55,121	62,438
	<hr/>	<hr/>
<b>The Investments comprise</b>		
2669.83 units CBF Investment Fund	55,121	62,438
	<hr/>	<hr/>
<b>10. Debtors</b>		
Tax repayable	1,200	1,801
Legacies	-	50,000
Other	4,329	5,726
	<hr/>	<hr/>
	5,529	57,527
	<hr/>	<hr/>

**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.