

# THE LEWES PRIORY TRUST

England & Wales · Charity number 1123751

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">06493711</a>
Registered	2008-04-18
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Lewes Priory Trust Lewes Town Hall High Street Lewes East Sussex BN7 2QS
Phone	07802 537999
Email	<a href="mailto:enquiries@lewespriory.org.uk">enquiries@lewespriory.org.uk</a>
Website	<a href="http://www.lewespriory.org.uk">www.lewespriory.org.uk</a>

## Activities

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**Objects:** TO PRESERVE THE REMAINS OF THE CLUNIAC PRIORY OF ST PANCRAS NEAR LEWES IN THE COUNTY OF EAST SUSSEX ("THE PRIORY") FOR THE BENEFIT OF THE PUBLIC GENERALLY AND ESPECIALLY THE INHABITANTS OF THE DISTRICT OF LEWES, TO FACILITATE PUBLIC AND ARCHAEOLOGICAL ACCESS TO THE PRIORY AND TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE SUBJECT OF THE PRIORY AND ITS IMPORTANCE IN THE HISTORY OF ENGLAND.

**Activities:** The Lewes Priory Trust manages the remains of the Cluniac Priory of St Pancras, Lewes, East Sussex on behalf of Lewes Town Council. The objects of the charity are to preserve and enhance the historic monument for the benefit off the public and residents of Lewes.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes, Education/training, Environment/conservation/heritage
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** THE CLUNIAN PRIORY OF ST PANCRAS NEAR LEWES IN THE COUNTY OF EAST SUSSEX
- East Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£27,189	£20,262	-	-
2024-03-31	£21,731	£21,454	-	-
2023-03-31	£27,579	£30,524	-	-
2022-03-31	£17,370	£14,772	-	-
2021-03-31	£18,401	£19,828	-	-

## Trustees

Name	Role	Appointed
<b>ARTHUR JOHN FRANKLIN</b>	Chair	2012-06-19
Anthony Freeman		2018-06-15
Philip John Daniel		2022-03-03
Susan Jean Murray		2021-06-25

**THE LEWES PRIORY TRUST**

England & Wales - Charity number 1123751

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# Accounts

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Charity Registration No. 1123751

Company Registration No. 06493711 (England and Wales)

**LEWES PRIORY TRUST**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2025**



One Bell Lane  
Lewes  
East Sussex  
BN7 1JU

## LEWES PRIORY TRUST

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**LEWES PRIORY TRUST**

**COMPANY INFORMATION**

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<b>Trustees</b>	Philip Daniel Arthur Franklin Tony Freeman Susan Murray Kate Wood Ms S Carson	(Appointed 26 June 2024) (Appointed 26 June 2024)
<b>Charity number</b>	1123751	
<b>Company number</b>	06493711	
<b>Registered office</b>	Town Hall High Street Lewes East Sussex BN7 2QS	
<b>Independent examiner</b>	TC Group One Bell Lane Lewes East Sussex BN7 1JU	
<b>Bankers</b>	CAF Bank Ltd PO Box 289 25 Kings Hill Avenue West Malling Kent ME19 4TA	

## **LEWES PRIORY TRUST**

### **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2025**

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The Trustees present their annual report and financial statements for the year ended 31 March 2025.

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

#### **Objectives and activities**

The charity's objectives and its principal activities are to preserve the remains of the Cluniac Priory of St Pancras near Lewes in the County of East Sussex ('the Priory') for the benefit of the public generally and especially the inhabitants of the District of Lewes, to facilitate public and archaeological access to the Priory and to advance the education of the public in the subject of the Priory and its importance in the history of the British Isles, Europe and internationally.

The Trust objectives are pursued in accordance with the principles set out in the Development Plan 2022 which is available on the website.

#### *Public benefit*

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

#### **Achievements and performance**

The Lewes Priory Trust is fully engaged in discussions with 'The Federation of European Cluniac Sites' and it plans for Lewes Priory to be designated a UNESCO World Heritage Site. Discussions have taken place with the Sussex Archaeological Society, Sussex Past, the Charleston Trust and local authorities to discuss closer co-operation in projects and matters of mutual interest. Our AGM in 2024 was held on 26<sup>th</sup> June and the Emil Godfrey Memorial Lecture 'The Priors of Lewes' was delivered by Prof. Martin Heale of The University of Liverpool. The Trust is working to establish links with local secondary schools, colleges and universities. The Trust continues to give guided tours and lectures to local societies. It has maintained good relations with Trinity Church, Southover, and with Lewes Town Council and other local authorities.

#### **The Priory Site**

The Trust appreciates the considerable support it receives from Lewes Town Council who are owners of the site, and its officers and staff. The costs involved in preserving the Scheduled Ancient Monument and the public park itself are considerable and the Trust is grateful to Lewes Town Council for its grants towards these. The Priory suffers damage due to adverse weather conditions, and, following reports from our architect, structural engineers and English Heritage, essential repairs are scheduled for May this year. Consideration needs to be given to replacing the deteriorating wooden fencing with more practical, long-lasting steel fences. Protecting the stonework by controlling the vegetative growth on the walls and around the site requires regular management. The Trust has co-operated with local community groups and street-art projects to address this issue of occasional graffiti damage.

Priory Park has benefitted from the installation of new waste bins. Some memorial benches have been repaired, and other memorial benches are due to be installed. The Trust receives many applications for memorials and works closely with Lewes Town Council and the Town Ranger, Brian Courage, to respond to these requests.

## **LEWES PRIORY TRUST**

### **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2025**

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#### **Events**

The Southover Bonfire Society, in association with the Trust, held the popular 'Priory by Candlelight' event and there are plans to hold the event again in September 2025. Its annual 'May Fair' was held in 2024 and will take place again this year.

A very successful programme of guided tours was organized by Caroline Raby. Marcus Taylor and Trinity Church made the Gundrada Chapel available for viewing, and a similar series of tours is planned for 2025.

The Trust maintained a stall at 'Seedy Saturday' in Lewes Town Hall. Our Herb Garden organisers raised funds for the Trust by selling plants and seeds and selling guide- books.

Our members' evening, which usually takes place in December or January, will take place in June at Trinity Church. The Trust is grateful to Marcus Taylor for offering to organize this event. It is hoped that a spring or summer date will prove more popular with members.

Arthur Franklin gave a presentation at an event in memory of the late Malcolm Lyne, whose monograph on the Richard Lewis' excavations of Lewes Priory between 1969-1982 did so much to increase our knowledge and understanding of its history and archaeology.

Naomi Allen, M.A., from the University of Exeter, will deliver The Emil Godfrey Memorial Lecture on 24<sup>th</sup> June 2025. Her chosen subject will be 'Cluniac Women in Mediaeval England'.

#### **Education**

The Trust has now established links with Lewes Old Grammar School, Priory School Lewes, Brighton and Hove Sixth Form College, Brighton College and Varndean College. Adam Taylor-Hall, from Lewes Old Grammar School, has offered to become a trustee and to co-ordinate an education programme. Kate Hickmott, our former Education Adviser, has approached the Trust with offers to promote closer ties with other European Schools associated with the European Federation of Cluniac Sites. In July 2025, 65 students and five staff from the Anglo-European School in Essex are planning to visit the site and Arthur Franklin will give a talk and tour of the site. The Trust always responds to requests for talks and has given lectures on topics of interest to local societies.

#### **Projects**

Discussions have taken place with The Charleston Trust and Sussex Past regarding the Trust's long-term ambition to obtain exhibition space or a permanent designated museum where artefacts, Priory sculpture and stone and related resources can be displayed.

The Trust's archaeological investigation of the Infirmary which received Scheduled Monument Consent will take place as soon as the necessary funding has been obtained. The Infirmary Project would be of enormous local and national significance and greatly enhance our UNESCO application. The Trust would welcome offers of help to write bids for funding, as all projects undertaken require financial support. Trustees are keen to embark on, or contribute to, historical and archaeological research and welcome offers of assistance and suggestions for projects.

## **LEWES PRIORY TRUST**

### **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2025***

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#### **National & International Links**

##### UK Cluniac Forum

English Heritage hosted the 2024 Cluniac Forum at Wrest Park and made various finds from Cluniac sites in their possession available for inspection by delegates. For October 2025 representatives from Paisley Abbey have offered to host this event, and a programme is currently being devised. Members will be notified when details have been confirmed.

##### European Federation of Cluniac Sites

Dr. Anthony Freeman retired as a Director in January 2025, and he, together with our former Chairman, Sy Morse-Brown, have done more than anyone to promote, maintain and develop our links with the Federation and to compile and collate the extensive dossier required by the Federation for the UNESCO bid. Following Dr. Freeman's resignation all future communications are being conducted through our Chairman. The Town Council, as owners of the Priory site, continue to be members of the Federation and without their generous support the UNESCO bid would not be possible. The support of local authorities and organisations remains crucial for the success of the bid, and we continue to work with the Federation and all necessary bodies to ensure its success.

##### Priory Gardens

The Priory Herb Garden, Vegetable Garden and Orchard have been regularly managed by Sarah Rideout and Sue Fitzsimmons and their loyal volunteers. New members are always welcomed.

#### **Lewes Priory Research Group**

The Trust has continued to maintain contact with many specialists in local history and archaeology. Current research is being undertaken on the Lewes Capital in the British Museum and an alleged 'Cluniac' priories in Athlone in the Republic of Ireland, at Civitot in Turkey. Chris McGovern has been undertaking research into Giovanni Portinari, the Italian engineer employed by Thomas Cromwell to destroy the Priory, and we are eagerly expecting the publication of his work.

#### **Publications and publicity**

Andrew Norris maintains our website and ensures that our publicity materials are available in the Tourist Information Office, Anne of Cleves and Barbican Museums, and at any of our events. Andy Gammon's designs for our posters and advertisements contribute greatly to our public image. It is hoped that the Trust will be able to produce a regular newsletter for members in the future.

## LEWES PRIORY TRUST

### TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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#### Membership

Our membership Secretary, Susan Murray, has maintained our records and informs members about our events and circulate papers required for our Annual General Meeting.

#### Volunteers

The Directors of the Trust are all volunteers. The Trust is fortunate that Philip Daniel performs the role of Treasurer so diligently, and that Andrew Norris assists with the secretarial tasks required of a charity by Companies House. However, like many organisations, we are still keen to hear from people who would be willing to undertake new or existing roles, and especially from anyone willing to act as Secretary at our meetings or to assist the Chairman with administrative tasks. The future of Lewes Priory depends on inspiring a new generation of volunteers who will tell the story of Lewes Priory and who appreciate and understand its local, national and international significance.

Finally, I would like to thank all our trustees, past and present, all our members, as well as the many other individuals who have helped in so many ways, for their support and friendship over the last year.

#### Financial review

The Trust received total income for the financial year of £27,189 (FY 2024: £21,731). That includes £5,000 (plus VAT of £1,000) of funds allocated to the Trust by Lewes Town Council from LTC's balance of Community Infrastructure Levy (CIL) moneys as a contribution to the contractor (Tilleys of Brighton) for repairs following the collapse of a part of the wall to the reredorter LTC has granted a further amount of CIL money for the same purpose during FY 2026. The Trustees greatly appreciate these contributions from CIL funds.

Maintenance of the Priory site and remains was again the Trust's largest expense at a total of £13,182 (up from £11,483 in FY 2024). The accounts add to this amount other costs in the Trust's charitable activities, such as education and event expenses to which should properly be added the costs of the herb garden and kitchen garden, making £15,341 in direct payments for preservation and education (FY 2024 £17,767). A share of support and governance costs is also attributable to this total, making £20,520 in all (FY 2024: £21,680).

Maintenance works (separate from the wall collapse) from an earlier survey remain to be carried out. In recognition of this, the Trustees established a Designated Fund during FY 2024 of £10,000 towards these delayed costs. The costs of maintenance reinforce the need for the Trust's reserves policy, adopted during FY 2022, which recognizes that a degree of provision for exceptional and fluctuating circumstances must form part of our management of reserves. That policy, together with the Designated Fund, will support future maintenance works, but the costs of such works continually increase with inflation in labour, management and materials costs. It should be noted that oversight of repair and maintenance is provided by Trustees, who are not remunerated, with the welcome support where necessary of Town Council staff.

The Trust ended the year FY 2025 with a notional surplus of £6,669 (FY 2024: £51) due partly to receipt of CIL moneys and partly to deferral of other expenditures before the CIL funding became available.

Total cash at bank and in hand closed at £30,186, a small increase over FY 2024 (£29,517), but this amount includes both the £10,000 Designated Fund for repairs and maintenance and also short-term creditors at £1,914 (a much lower figure than the £8,003 required at the end of FY 2024). General unrestricted funds of £23,824 at the year-end are the freely available reserves that Trust holds; it is expected that these will be quickly reduced in FY 2026 once deferred expenditure (for example on education and fund-raising) is incurred.

## LEWES PRIORY TRUST

### TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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#### **Reserves policy**

The charity's reserves are required (a) for the purpose of providing adequate working capital for the efficient operation or the charitable company with particular regard to the future obligations and responsibilities accruing from the projects supported by external funders, to build upon the projects and also to cover any financial obligations in the event of the charitable company ceasing operations; and (b) to cover maintenance and repair obligations at the Priory site, both anticipated and unanticipated. The Trust's reserves policy adopted in FY23 requires reserves to be kept in the range of £13,000 to £19,000, and to be rebuilt if falling below that range, or applied to new projects if above that range. It is considered that current levels set aside are adequate, amount in the end of FY25 to £23,824.

#### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, and is therefore governed by its Memorandum and Articles of Association. Its governing body controls the management of the trust and consists of the trustees and co-opted members.

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

Philip Daniel

Arthur Franklin

Tony Freeman

Susan Murray

Kate Wood

(Appointed 26 June 2024)

Ms S Carson

(Appointed 26 June 2024)

#### *Recruitment and appointment of trustees*

Trustees are recruited on the basis of their commitment to, and ability to contribute to, the objectives of the trust, and are appointed as charitable directors in accordance with the procedures laid down in the Memorandum and Articles of Association.

The Trustees are grateful to the Town Clerk for Lewes Town Council, and other Town Council staff, who provided help and advice on numerous matters.

Councillor Matthew Bird (Mayor of Lewes for 2023/24) also served on the governing body as Town Council representative, though not as a Trustee.

#### *Qualifying third party indemnity provisions*

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute up to £10 in the event of a winding up.

The charity has no related parties.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

LEWES PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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



Arthur Franklin

Trustee

Date: 22nd May 2025

**LEWES PRIORY TRUST**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF LEWES PRIORY TRUST**

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We report to the Trustees on our examination of the financial statements of Lewes Priory Trust (the charity) for the year ended 31 March 2025.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

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

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



Nicholas Rawson  
On Behalf of  
TC Group

One Bell Lane  
Lewes  
East Sussex  
BN7 1JU

Dated: ..... 27<sup>th</sup> May 2025

**LEWES PRIORY TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2025**

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
<b>Income from:</b>							
Donations and legacies	2	23,261	-	23,261	17,351	-	17,351
Charitable activities	3	3,857	-	3,857	4,306	-	4,306
Income from Investments	4	71	-	71	74	-	74
<b>Total income</b>		<u>27,189</u>	<u>-</u>	<u>27,189</u>	<u>21,731</u>	<u>-</u>	<u>21,731</u>
<b>Expenditure on:</b>							
Charitable activities	5	20,262	258	20,520	21,454	226	21,680
<b>Net incoming/(outgoing) resources before transfers</b>		6,927	(258)	6,669	277	(226)	51
Gross transfers between funds		(258)	258	-	(226)	226	-
<b>Net income for the year/ Net movement in funds</b>		6,669	-	6,669	51	-	51
Fund balances at 1 April 2024		<u>27,155</u>	<u>202</u>	<u>27,357</u>	<u>27,104</u>	<u>202</u>	<u>27,306</u>
<b>Fund balances at 31 March 2025</b>		<u><u>33,824</u></u>	<u><u>202</u></u>	<u><u>34,026</u></u>	<u><u>27,155</u></u>	<u><u>202</u></u>	<u><u>27,357</u></u>

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

All income and expenditure derive from continuing activities.

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

LEWES PRIORY TRUST

BALANCE SHEET

AS AT 31 MARCH 2025

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	Notes	2025 £	£	2024 £	£
<b>Current assets</b>					
Stocks	11	3,817		3,935	
Debtors	12	1,937		1,908	
Cash at bank and in hand		30,186		29,517	
		<u>35,940</u>		<u>35,360</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(1,914)</u>		<u>(8,003)</u>	
Net current assets			34,026		27,357
			<u>34,026</u>		<u>27,357</u>
<b>Income funds</b>					
Restricted funds	14		202		202
<u>Unrestricted funds</u>					
Designated funds	15	10,000		10,000	
General unrestricted funds		<u>23,824</u>		<u>17,155</u>	
			33,824		27,155
			<u>33,824</u>		<u>27,155</u>
			34,026		27,357
			<u>34,026</u>		<u>27,357</u>

**LEWES PRIORY TRUST**

**BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2025**

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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

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

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

The financial statements were approved by the Trustees on .....

*20 May 2025*

*Philip Daniel*

Philip Daniel

Trustee

**Company registration number 06493711**

## LEWES PRIORY TRUST

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 MARCH 2025

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## 1 Accounting policies

### Charity information

Lewes Priory Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Town Hall, High Street, Lewes, East Sussex, BN7 2QS.

### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

### 1.2 Charitable funds

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

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are those donated for a particular purpose or else where fundraising has been undertaken for a particular purpose.

### 1.3 Incoming resources

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

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

Grant income is recognised when the formal offer of funding has been received subject to any performance conditions having been met.

**1 Accounting policies**

**(Continued)**

**1.4 Resources expended**

Expenditure is included on an accruals basis.

Charitable activities - Charitable activities include expenditure associated with the objects of the charity and also include support costs relating to that activity.

Governance costs - Governance costs include those costs incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

**1.5 Stocks**

Stocks are stated at the lower of cost and net realisable value.

**1.6 Cash and cash equivalents**

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

**1.7 Financial instruments**

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

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

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

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

**1.8 Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**1.9 Creditors**

**LEWES PRIORY TRUST**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2025**

**1 Accounting policies**

**(Continued)**

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**2 Income from donations and legacies**

	<b>Unrestricted funds 2025 £</b>	<b>Unrestricted funds 2024 £</b>
Donations and gifts	1,033	2,105
Grants	22,228	15,246
	<u>23,261</u>	<u>17,351</u>
<b>Grants</b>		
Lewes Town Council	16,228	15,246
Community Infrastructure Levy (CIL)	6,000	-
	<u>22,228</u>	<u>15,246</u>

**3 Charitable activities**

	<b>Tours and open days 2025 £</b>	<b>Subscriptions 2025 £</b>	<b>Total 2025 £</b>	<b>Tours and open days 2024 £</b>	<b>Subscriptions 2024 £</b>	<b>Total 2024 £</b>
Income from members and visitors	2,225	1,514	3,739	3,240	890	4,130
Services provided under contract	118	-	118	176	-	176
	<u>2,343</u>	<u>1,514</u>	<u>3,857</u>	<u>3,416</u>	<u>890</u>	<u>4,306</u>

LEWES PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

4 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	71	74
	<u>71</u>	<u>74</u>

5 Charitable activities

	Preservation and education 2025 £	Preservation and education 2024 £
Maintenance of priory	13,182	11,483
Cluniac sites membership	-	129
Project management fees	119	90
Event expenses	593	1,689
Herb Garden	-	1,478
Publications	118	176
Education costs	200	1,073
Website costs	-	225
Kitchen garden	1,129	1,424
	<u>15,341</u>	<u>17,767</u>
Share of support costs (see note 6)	2,848	2,317
Share of governance costs (see note 6)	2,331	1,596
	<u>20,520</u>	<u>21,680</u>
<b>Analysis by fund</b>		
Unrestricted funds	20,262	21,454
Restricted funds	258	226
	<u>20,520</u>	<u>21,680</u>

**LEWES PRIORY TRUST****NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2025**

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<b>6 Support costs allocated to activities</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Miscellaneous expenses	562	13
Insurance	2,003	1,948
Bank charges	60	60
Computer costs	223	296
Governance costs	2,331	1,596
	<u>5,179</u>	<u>3,913</u>
	<u><u>5,179</u></u>	<u><u>3,913</u></u>
<b>Analysed between:</b>		
Preservation and education	5,179	3,913
	<u><u>5,179</u></u>	<u><u>3,913</u></u>
	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Governance costs comprise:</b>		
AGM expenses	609	-
Independent examination fees	1,722	1,596
	<u>2,331</u>	<u>1,596</u>
	<u><u>2,331</u></u>	<u><u>1,596</u></u>
<b>7 Net movement in funds</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	1,722	1,596
	<u>1,722</u>	<u>1,596</u>
	<u><u>1,722</u></u>	<u><u>1,596</u></u>
<b>8 Trustees</b>		

None of the Trustees (or any persons connected with them) received any remuneration during the year. Trustees were reimbursed for expenses incurred amounting to £nil (2024 - £nil).

LEWES PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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**9 Employees**

The average monthly number of employees during the year was:

	<b>2025</b>	<b>2024</b>
	<b>Number</b>	<b>Number</b>
Total	-	-
	<u>          </u>	<u>          </u>

**10 Taxation**

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

**11 Stocks**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Finished goods and goods for resale	3,817	3,935
	<u>          </u>	<u>          </u>

**12 Debtors**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	1,937	1,908
	<u>          </u>	<u>          </u>

**13 Creditors: amounts falling due within one year**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	1,914	8,003
	<u>          </u>	<u>          </u>

**LEWES PRIORY TRUST**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2025**

**14 Restricted funds**

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

	Balance at 1 April 2023	Resources expended	Transfers	Balance at 1 April 2024	Resources expended	Transfers	Balance at 31 March 2025
	£	£	£	£	£	£	£
Banner project	168	-	-	168	-	-	168
Kitchen garden project - Phase 2	-	(226)	226	-	(258)	258	-
Herb Garden	34	-	-	34	-	-	34
	<u>202</u>	<u>(226)</u>	<u>226</u>	<u>202</u>	<u>(258)</u>	<u>258</u>	<u>202</u>

The Banner project fund represents a grant from Lewes Town Council towards the cost of an embroidered banner to be prepared by WI members. This project is still in progress.

Kitchen Garden; a grant from Chalk Cliff Trust was received in 2018 and has supported ongoing garden maintenance and educational costs.

The Herb Garden is a raised bed in an enclosed area in the Priory Park. Funds received are for the maintenance of this area.

**15 Unrestricted funds**

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

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Restoration and repair work	10,000	-	-	-	10,000
General funds	17,155	27,189	(20,262)	(258)	23,824
	<u>27,155</u>	<u>27,189</u>	<u>(20,262)</u>	<u>(258)</u>	<u>33,824</u>

LEWES PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Unrestricted funds (Continued)

Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Restoration and repair work	-	-	-	10,000	10,000
General funds	27,104	21,731	(21,454)	(10,226)	17,155
	<u>27,104</u>	<u>21,731</u>	<u>21,454</u>	<u>(226)</u>	<u>27,155</u>

16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2025	2025	2025
	£	£	£
<b>At 31 March 2025:</b>			
Current assets/(liabilities)	33,824	202	34,026
	<u>33,824</u>	<u>202</u>	<u>34,026</u>
	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
<b>At 31 March 2024:</b>			
Current assets/(liabilities)	27,155	202	27,357
	<u>27,155</u>	<u>202</u>	<u>27,357</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

**THE LEWES PRIORY TRUST**

England & Wales - Charity number 1123751

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# Accounts

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Charity registration number 1123751

Company registration number 06493711 (England and Wales)

**LEWES PRIORY TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

CHARITY COMMISSION  
FIRST CONTACT  
75 JUL 2024  
ACCOUNTS  
RECEIVED

# LEWES PRIORY TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Philip Daniel Arthur Franklin Tony Freeman Susan Murray
<b>Charity number</b>	1123751
<b>Company number</b>	06493711
<b>Registered office</b>	Town Hall High Street Lewes East Sussex BN7 2QS
<b>Independent examiner</b>	Knill James LLP One Bell Lane Lewes East Sussex BN7 1JU
<b>Bankers</b>	CAF Bank Ltd PO Box 289 25 Kings Hill Avenue West Malling Kent ME19 4TA

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# LEWES PRIORY TRUST

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Trustees' report	1 - 6
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Balance sheet	9
Notes to the financial statements	10 - 16

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# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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

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

### **Objectives and activities**

The charity's objectives and its principal activities are to preserve the remains of the Cluniac Priory of St Pancras near Lewes in the County of East Sussex ('the Priory') for the benefit of the public generally and especially the inhabitants of the District of Lewes, to facilitate public and archaeological access to the Priory and to advance the education of the public in the subject of the Priory and its importance in the history of the British Isles, Europe and internationally.

The Trust objectives are pursued in accordance with the principles set out in the Development Plan 2022 which is available on the website.

### *Public benefit*

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

### **Achievements and performance**

This year the European Federation of Cluniac Sites has submitted a list of Cluniac sites across Europe which includes Lewes Priory which it is hoped will be granted World Heritage Status. Lewes Priory Trust has been heavily involved in negotiations with the Federation and UNESCO, with local authorities and soon with national government departments as we continue to pursue our ambitions for Lewes Priory and our local community. The Trust held its 2023 AGM and the Emil Godfrey Memorial Lecture will take place on 26 June 2024. Following support from Historic England, Scheduled Monument Consent has been granted for an archaeological investigation of the Priory's Infirmary which it is hoped will be followed by further investigations in the following years. The Trust is now actively seeking funding to finance this important project. The Trust continues to engage with the local community groups and organisations, and to participate in national initiatives to promote the outstanding universal value of our Cluniac Priory.

### **The Priory Site**

Lewes Priory Trust is grateful to Lewes Town Council for its continued support and for the financial grant it receives for repairs and maintenance to the Scheduled Monument. This year has seen considerable falls of chalk and rubble from the walls caused by the severe weather. The debris was cleared promptly, and our architect Richard Andrews has inspected the damage and recommendations made to Historic England regarding necessary repairs, and all these are due to be carried out shortly. The Trust and the Town Council took steps to ensure there was no risk to the public and to protect the fabric of the Priory where damage had occurred. We continue to monitor the site.

The concrete lines marking the Infirmary have been cleaned and the outline defined. Rabbit holes and other depressions which could constitute a hazard have been filled, and fencing which is occasionally in need of repair has been attended to. All the trees in Priory Park have been correctly identified and labelled. Bonny's Wood and the own Council help to maintain the grounds. This year considerable discussion took place regarding the replacement of the refuse bins. Following lengthy negotiations, the plastic waste bins and separate dog bins were replaced by metal dual-purpose bins. A straw poll of members of the public revealed unanimous satisfaction with the new bins. There has been very little damage this year from graffiti on the site itself, and the Trust has been supporting and is actively involved with a community initiative involving the creation of street-art style murals on garages adjacent to the entrance by Convent Field, mindful of the visual appearance of this public access point and the Priory's status and as a possible future World Heritage Site.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### Events

Southover Bonfire Society held its annual May Fair in 2023 and organised a very successful 'Priory By Candlelight' evening attended by large numbers of people. Carolyn Raby organised a series of paid guided tours for members of the public and these will be offered again this year. Our Members' Evening took place in January 2023 at the Church of St John the Baptist, Southover, and we are grateful to the Parish Council and to Marcus Taylor, the Custodian, who make the Church and Gundrada Chapel available to us for our events and for our tour programme. At Lewes Town Hall the Trust participated in Seedy Saturday promoting and publicizing our gardens. In 2023 the Emil Godfrey Memorial Lecture on 'Priory Relics' was delivered by Dr. Michael Carter, the Curator of Property for Historic England. This year Professor Martin Heale of the University of Liverpool will deliver the lecture on 'The Priors of Lewes' on 26 June.

### Education

Our education managers Kate Hickmott and Helen Chiasson organised activities Before standing down during the year. The Trustees have greatly appreciated their work. [report on activities to follow]. Towards the end of the year. The Trust engaged Ruth O'Keeffe as an advisor to recommend a new education programme involving events for primary school pupils and their parents. It is hoped to extend the programme to involve secondary school and tertiary students and it is hoped to explore the possibility of including 'Lewes Priory' as a designated topic in national examination syllabuses.

### Projects

#### Priory Stones and Lavatorium Research Projects

Under the leadership of Paul Benjamin and with the support of Andy Gammon the cataloguing and photographing of the stones relating to the Priory was completed in 2023 and a database compiled. From these it has been possible to suggest a possible reconstruction of the cloister arcade. The final results and interpretation of the 3-D laser scan of the Lavatorium which was undertaken by Historic England have yet to be made available to make further research possible.

#### Infirmery Project

Having received support from Historic England and the County Archaeologist for an archaeological investigation of the Infirmery, Tony Freeman and Arthur Franklin have been in discussions with Archaeology South East and detailed proposals drafted. Enquiries have been made to the Heritage Lottery Fund for financial support and it is hoped that if the necessary funds from a variety of sources can be obtained this exciting project can take place in 2024 or 2025 now that Scheduled Monument consent has been obtained.

The plans to undertake an archaeological investigation of the Priory's Infirmery are progressing and we are now preparing to seek the necessary funding to finance this. At a conference in London at the Institute of Historical Research this archaeological investigation was described as potentially being one of the most important excavations to take place on a monastic site for many years. The publicity to be derived from this could be enormously beneficial not only to the UNESCO bid but the local community and to tourism in the area. The Trust has also had permission from the British Museum to obtain a 3-D Digital Copy of the Lewes Capital in their Medieval gallery from which, if funding can be obtained, the Trust can commission a full-size replica, which could be used in future exhibitions, be loaned to the Barbican Museum of Anne of Cleves House, or possibly housed alongside the remains of William de Warenne or Gundrada in the Gundrada Chapel.

#### The Railway

Chris Grove, a former Treasurer of the Trust, has researched the construction of the railway through Lewes and the Priory further to inform our knowledge of the site. Mr Grove gave a public lecture on his work.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **National & International Links**

#### UK Cluniac Forum

The 2023 UK Cluniac Forum was held at Prittlewell Priory in Southend. Historic England has offered to host the event for 2024 at Wrest Park where they hold their collection of finds from their historic sites.

#### European Federation of Cluniac Sites

Lewes Priory Trust and Lewes Town Council (as owners of the Priory site) are members of the Federation. Dr. Anthony Freeman and Sy Morse Brown have been working closely with the Federation to produce an extensive and comprehensive dossier of information to support our UNESCO bid. We are pleased that we are now included as a component site in the Federation's submission to UNESCO. Lewes Town Council, Lewes District Council, the South Downs National Park Authority, East Sussex County Council, and Historic England as well as many local organisations are supporting our efforts.

#### Priory Gardens

The Lewes Priory Herb Garden, Community Garden and Orchard have been excellently maintained by our volunteers and overseen by Sarah Rideout, Sue Fitzsimmons and Mary Benjamin. The Orchard trees have been pruned, and their condition monitored with the assistance of the Permaculture Trust. We hope that in 2024 a detailed plant survey across the park can be undertaken to further understand the ecology of the area.

### **Lewes Priory Research Group**

Although this group did not formally convene this year it continues to offer expert advice and guidance. The Southdown Sports Club has been concerned about the condition of its boundary walls. Extensive research by the Trust and members of the Research Group and County Archaeologist confirmed that it was part of the original Priory precinct wall. Discussions are still ongoing as to what can be done to repair and preserve this important section of this wall. We are grateful to the Southdown Sports Club for co-operating with the Trust. Members of the Trust are also engaged in research into the supposed 'Cluniac' Priory of Athlone in the Republic of Ireland, a Cluniac Priory that may have existed at the time of the First Crusade at a place called Civitot in modern Turkey, and research into the imagery and iconography of the Lewes Capital. The Research Group has also assisted with research into the construction of the railway through the Priory site in the 19thC.

### **Emil Godfrey Memorial Lecture**

The lecture in 2023 was given on 29th June when the speaker was Michael Carter, the Curator of Property for Historic England. His topic was 'Cluniac Relics'. The lecture was enthusiastically given and received.

### **Publications and publicity**

Our publications continue to be available in The Tourist Information Centre, Anne of Cleves House Museum and the Barbican Museum, and on sale at our events. Our leaflets (some in a variety of languages), including our History Trail are popular with the public, and laminated guides to our gardens are available on site. Our posters and leaflets are designed by Andy Gammon. Our website [www.lewespriory.org.uk](http://www.lewespriory.org.uk) includes details of events, the history of the site, drawings and plans, bibliography and an exclusive section for members. The website is managed and updated by Andrew Norris and we are grateful to him for his advice and expertise with IT matters. We are hoping to enlist the support of a trustee to produce a regular newsletter for members.

### **Lewes District Local Lottery**

The Trust has benefitted from the good causes page - <http://www.leweslocallottery.co.uk/support/lewes-priory-trust>

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Membership**

Susan Murray is our membership Secretary and is responsible for circulating information to our members. Membership forms are available on line and at our events and it is hoped that the UNESCO bid and the Infirmary Project and Guided Tours and Education Events will attract new members.

### **Volunteers**

The Trustees are extremely grateful to the many individuals who voluntarily give of their time, knowledge and expertise to ensure that the Lewes Priory Trust is able to manage the site on behalf of Lewes Town Council and to promote and publicise it to as wide an audience as possible. The Trust has advertised for a Company Secretary to work alongside the Chair and Treasurer especially on compliance matters essential in running a charity, but we are always looking for individuals who think they can contribute in a positive and constructive way to take the Trust forward into the future, and to guarantee that future generations will be able to enjoy and appreciate this national and internationally important site. The Trustees are grateful to our new Trustee, Kate Wood, for acting as Minutes Secretary since March 2024.

### **In Memoriam**

Stephen Catlin and Dr.Malcolm Lyne

It was with great sadness that the Trust recorded that one of our Trustees, Stephen Catlin, a Councillor and Former Mayor of Lewes, sadly passed away on 4<sup>th</sup> June 2023. He had begun to make a valuable contribution to the work of the Trust. His kindness, understanding and experience will be greatly missed by all who had the pleasure to know and work with him.

The Trust was also sad to learn that Dr. Malcolm Lyne also passed away on 15<sup>th</sup> November 2023. Malcolm was an erudite scholar and renowned and distinguished academic yet modest and always kind and willing enough to share his knowledge with others. One of his most important contributions to the work of the Trust and knowledge of the Priory was to produce the monograph on the late Richard Lewis's excavations at the Priory undertaken between 1969 and 1982. A memorial conference in his memory has been arranged for 16<sup>th</sup> November 2024 at Kings Church in Lewes.

### **Financial review**

The Trust received total income for the financial year of £21,731 (FY 2023: £27,579). In the previous year, 2023, there was much-appreciated special one-time grant of £5,500 from Lewes Town Council towards exceptional restoration and rehabilitation works; such a grant was not sought in the financial year 2024.

Maintenance of the Priory was again the Trust's largest expense but these costs in FY24 were lower than in the previous year at £11,843, principally because rehabilitation and repair expenses arising from the annual survey of 2023 were not undertaken before the end of the 2024 financial year. In recognition of this, the Trustees have established a Designated Fund of £10,000 to meet the likely expenses due when the works under the 2023 survey are carried out. The costs of maintenance reinforce the need for the Trust's reserves policy, adopted during FY22, which recognizes that a degree of provision for exceptional and fluctuating circumstances must form part of our management of reserves. The Designated Fund allows the Trust to make special provision for deferred works by, in effect, charging them to the year in which they were recommended.

The Trust ended the year FY24 with a small excess of income over expenditure – a surplus – of £51 (FY23 a deficit of £2,945).

Total cash at bank and in hand closed at £29,517 an increase on the close of the previous year, but this amount includes both the £10,000 Designated Fund for repairs and maintenance and the funds needed to meet short term creditors (£8,003). The short-term creditors number was high because the major cost of new waste bins has not yet been invoiced to the Trust, and also because the timing of Easter bank closures in 2024 meant that some amounts due near the end of the year were not paid out in cash before the year-end. General unrestricted funds in the accounts are the freely available reserves that the trust holds.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### Reserves policy

The charity's reserves are required (a) for the purpose of providing adequate working capital for the efficient operation of the charitable company with particular regard to the future obligations and responsibilities accruing from the projects supported by external funders, to build upon the projects and also to cover any financial obligations in the event of the charitable company ceasing operations; and (b) to cover maintenance and repair obligations at the Priory site, both anticipated and unanticipated. The Trust's reserves policy adopted in FY23 requires reserves to be kept in the range of £13,000 to £19,000, and to be rebuilt if falling below that range, or applied to new projects if above that range. It is considered that current levels set aside are adequate, amount in the end of FY24 to £17,357.

### Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by its Memorandum and Articles of Association. Its governing body controls the management of the trust and consists of the trustees and co-opted members.

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

Paul Benjamin	(Resigned 15 February 2024)
Philip Daniel	
Arthur Franklin	
Tony Freeman	
Sy Morse-Brown	(Resigned 15 February 2024)
Susan Murray	
Andrew Norris	(Resigned 27 September 2023)
Ruth O'Keeffe	(Resigned 27 September 2023)
Stephen Wischhusen (known as Catlin)	(Deceased 4 June 2023)

### Recruitment and appointment of trustees

Trustees are recruited on the basis of their commitment to, and ability to contribute to, the objectives of the trust, and are appointed as charitable directors in accordance with the procedures laid down in the Memorandum and Articles of Association.

The Trustees are grateful to the Town Clerk for Lewes Town Council, and other Town Council staff, who provided help and advice on numerous matters.

Councillor Matthew Bird (Mayor of Lewes for 2023/24) also served on the governing body as Town Council representative, though not as a Trustee.

### Qualifying third party indemnity provisions

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute up to £10 in the event of a winding up.

The charity has no related parties.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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

*A.J. Franklin*

Arthur Franklin  
Trustee

Date: *4th June 2024*

# LEWES PRIORY TRUST

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEWES PRIORY TRUST

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We report to the Trustees on our examination of the financial statements of Lewes Priory Trust (the charity) for the year ended 31 March 2024.

### Responsibilities and basis of report

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

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

### Independent examiner's statement

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

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

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



**Knill James LLP**

One Bell Lane  
Lewes  
East Sussex  
BN7 1JU

Dated: 4 June 2024

# LEWES PRIORY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Income from:</b>							
Donations and legacies	2	17,351	-	17,351	23,083	-	23,083
Charitable activities	3	4,306	-	4,306	4,323	-	4,323
Income from Investments	4	74	-	74	173	-	173
<b>Total income</b>		<u>21,731</u>	<u>-</u>	<u>21,731</u>	<u>27,579</u>	<u>-</u>	<u>27,579</u>
<b>Expenditure on:</b>							
Charitable activities	5	21,454	226	21,680	30,524	-	30,524
<b>Net incoming/(outgoing) resources before transfers</b>		277	(226)	51	(2,945)	-	(2,945)
Gross transfers between funds		(226)	226	-	177	(177)	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		51	-	51	(2,768)	(177)	(2,945)
Fund balances at 1 April 2023		<u>27,104</u>	<u>202</u>	<u>27,306</u>	<u>29,872</u>	<u>379</u>	<u>30,251</u>
<b>Fund balances at 31 March 2024</b>		<u><u>27,155</u></u>	<u><u>202</u></u>	<u><u>27,357</u></u>	<u><u>27,104</u></u>	<u><u>202</u></u>	<u><u>27,306</u></u>

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

All income and expenditure derive from continuing activities.

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

# LEWES PRIORY TRUST

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Current assets</b>					
Stocks	11	3,935		3,690	
Debtors	12	1,908		1,856	
Cash at bank and in hand		29,517		23,212	
		<u>35,360</u>		<u>28,758</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(8,003)</u>		<u>(1,452)</u>	
<b>Net current assets</b>			<u>27,357</u>		<u>27,306</u>
<b>Income funds</b>					
Restricted funds	14		202		202
<b>Unrestricted funds</b>					
Designated funds	15	10,000		-	
General unrestricted funds		<u>17,155</u>		<u>27,104</u>	
			<u>27,155</u>		<u>27,104</u>
			<u>27,357</u>		<u>27,306</u>

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

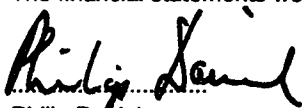
The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its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

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

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

The financial statements were approved by the Trustees on

14 May 2024



Philip Daniel  
Trustee

Company registration number 06493711

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

Lewes Priory Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Town Hall, High Street, Lewes, East Sussex, BN7 2QS.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Charitable funds

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

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are those donated for a particular purpose or else where fundraising has been undertaken for a particular purpose.

#### 1.3 Incoming resources

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

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

Grant income is recognised when the formal offer of funding has been received subject to any performance conditions having been met.

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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**1 Accounting policies** **(Continued)**

**1.4 Resources expended**

Expenditure is included on an accruals basis.

Charitable activities - Charitable activities include expenditure associated with the objects of the charity and also include support costs relating to that activity.

Governance costs - Governance costs include those costs incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

**1.5 Stocks**

Stocks are stated at the lower of cost and net realisable value.

**1.6 Cash and cash equivalents**

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

**1.7 Financial instruments**

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

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

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

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

**1.8 Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**1.9 Creditors**

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 2 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	2,105	3,723
Grants receivable	15,246	19,360
	<u>17,351</u>	<u>23,083</u>
<b>Grants receivable for core activities</b>		
Lewes Town Council	15,246	19,360
	<u>15,246</u>	<u>19,360</u>

#### 3 Charitable activities

	Tours and Subscriptions open days		Total Tours and Subscriptions open days			Total 2023 £
	2024 £	2024 £	2024 £	2023 £	2023 £	
Income from members and visitors	3,240	890	4,130	3,142	1,181	4,323
Services provided under contract	176	-	176	-	-	-
	<u>3,416</u>	<u>890</u>	<u>4,306</u>	<u>3,142</u>	<u>1,181</u>	<u>4,323</u>

#### 4 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	74	173
	<u>74</u>	<u>173</u>

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 5 Charitable activities

	Preservation and education 2024 £	Preservation and education 2023 £
Maintenance of priory	11,483	20,552
Cluniac sites membership	129	129
Project management fees	90	-
Event expenses	1,689	4,103
Herb Garden	1,478	-
Publications	176	243
Education costs	1,073	180
Website costs	225	211
Kitchen garden	1,198	1,510
	<u>17,767</u>	<u>26,928</u>
Share of support costs (see note 6)	2,317	2,084
Share of governance costs (see note 6)	1,596	1,512
	<u>21,680</u>	<u>30,524</u>
<b>Analysis by fund</b>		
Unrestricted funds	21,454	30,524
Restricted funds	226	-
	<u>21,680</u>	<u>30,524</u>

### 6 Support costs allocated to activities

	2024 £	2023 £
Miscellaneous expenses	13	13
Insurance	1,948	1,519
Bank charges	60	72
Other support costs	-	10
Computer costs	296	470
Governance costs	1,596	1,512
	<u>3,913</u>	<u>3,596</u>
<b>Analysed between:</b>		
Preservation and education	<u>3,913</u>	<u>3,596</u>

# LEWES PRIORY TRUST

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

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<b>6</b>	<b>Support costs allocated to activities</b>		<b>(Continued)</b>
		<b>2024</b>	<b>2023</b>
	<b>Governance costs comprise:</b>	<b>£</b>	<b>£</b>
	Independent examination fees	1,596	1,512
		<u>1,596</u>	<u>1,512</u>
<b>7</b>	<b>Net movement in funds</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the independent examination of the charity's financial statements	1,596	1,512
		<u>1,596</u>	<u>1,512</u>
<b>8</b>	<b>Trustees</b>		
	None of the Trustees (or any persons connected with them) received any remuneration during the year. Trustees were reimbursed for expenses incurred amounting to £nil (2023 - £nil).		
<b>9</b>	<b>Employees</b>		
	The average monthly number of employees during the year was:		
		<b>2024</b>	<b>2023</b>
		<b>Number</b>	<b>Number</b>
	Total	-	-
		<u>-</u>	<u>-</u>
<b>10</b>	<b>Taxation</b>		
	The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.		
<b>11</b>	<b>Stocks</b>		
		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	Finished goods and goods for resale	3,935	3,690
		<u>3,935</u>	<u>3,690</u>

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# LEWES PRIORY TRUST

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

<b>12 Debtors</b>		<b>2024</b>	<b>2023</b>
		£	£
	<b>Amounts falling due within one year:</b>		
	Prepayments and accrued income	1,908	1,856
		<u>          </u>	<u>          </u>
<b>13 Creditors: amounts falling due within one year</b>		<b>2024</b>	<b>2023</b>
		£	£
	Accruals and deferred income	8,003	1,452
		<u>          </u>	<u>          </u>

### 14 Restricted funds

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

	Balance at 1 April 2022	Transfers	Balance at 1 April 2023	Resources expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£	£
Banner project	168	-	168	-	-	168
Kitchen garden project - Phase 2	-	-	-	(226)	226	-
Herb Garden	35	-	34	-	-	34
May Symposia	177	(177)	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	379	(177)	202	(226)	226	202
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

The Banner project fund represents a grant from Lewes Town Council towards the cost of an embroidered banner to be prepared by WI members. This project is still in progress.

Kitchen Garden; a grant from Chalk Cliff Trust was received in 2018 and has supported ongoing garden maintenance and educational costs.

The Herb Garden is a raised bed in an enclosed area in the Priory Park. Funds received are for the maintenance of this area.

A grant was received from Lewes Town Council towards the cost of running a series of four symposia via Zoom in May 2021, the work has now been completed and the remaining balance of £177 has been transferred to unrestricted funds.

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 15 Unrestricted funds

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

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Restoration and repair work	-	-	-	10,000	10,000
General funds	27,104	21,731	(21,454)	(10,226)	17,155
	<u>27,104</u>	<u>21,731</u>	<u>(21,454)</u>	<u>(226)</u>	<u>27,155</u>
<b>Previous year:</b>	<b>At 1 April 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>At 31 March 2023 £</b>
General funds	29,872	27,579	(30,524)	177	27,104
	<u>29,872</u>	<u>27,579</u>	<u>(30,524)</u>	<u>177</u>	<u>27,104</u>

#### 16 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 March 2024:</b>			
Current assets/(liabilities)	27,155	202	27,357
	<u>27,155</u>	<u>202</u>	<u>27,357</u>
	<u>27,155</u>	<u>202</u>	<u>27,357</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 31 March 2023:</b>			
Current assets/(liabilities)	27,104	202	27,306
	<u>27,104</u>	<u>202</u>	<u>27,306</u>
	<u>27,104</u>	<u>202</u>	<u>27,306</u>

#### 17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

**THE LEWES PRIORY TRUST**

England & Wales - Charity number 1123751

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# Accounts

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Charity registration number 1123751

Company registration number 06493711 (England and Wales)

**LEWES PRIORY TRUST**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# LEWES PRIORY TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Paul Benjamin Philip Daniel Arthur Franklin Tony Freeman Sy Morse-Brown Susan Murray Andrew Norris Ruth O'Keeffe Stephen Wischhusen (known as Catlin)
<b>Charity number</b>	1123751
<b>Company number</b>	06493711
<b>Registered office</b>	Town Hall High Street Lewes East Sussex BN7 2QS
<b>Independent examiner</b>	Knill James LLP One Bell Lane Lewes East Sussex BN7 1JU
<b>Bankers</b>	CAF Bank Ltd PO Box 289 25 Kings Hill Avenue West Malling Kent ME19 4TA

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# LEWES PRIORY TRUST

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# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

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

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

### **Objectives and activities**

The charity's objectives and its principal activities are to preserve the remains of the Cluniac Priory of St Pancras near Lewes in the County of East Sussex ('the Priory') for the benefit of the public generally and especially the inhabitants of the District of Lewes, to facilitate public and archaeological access to the Priory and to advance the education of the public in the subject of the Priory and its importance in the history of the British Isles, Europe and internationally.

The Trust objectives are pursued in accordance with the principles set out in the Development Plan 2022 which is available on the website.

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

### **Achievements and performance**

#### **Overview**

This year the Trust has been involved in exciting plans which may see Lewes Priory being included on a list of sites seeking World Heritage Status under the auspices of the European Federation of Cluniac Sites. The Trust held its 2022 AGM and Emil Godfrey Memorial Lecture on 24th June which was recorded and made available to members on Zoom. The Trust maintained regular contact with its members through newsletters and its links with other UK Cluniac sites and the European Federation. A successful programme of Guided Tours attracted new members and will be repeated during 2023. The Trust has also received support from Historic England for a major archaeological investigation of the Infirmary which was prompted by its successful series of on-line seminars. The Trust continues to engage with the local community and organisations and with educational establishments through its many events and activities. The Trust has a recognised local, national and now international reputation.

#### **Priory site**

Lewes District Council continues to empty waste bins and dog bins. Barcombe Landscapes continue to mow the site and attend to numerous maintenance issues.

Our Architect Richard Andrews made his annual inspection and prepared a schedule of work which was given Scheduled Monument Consent by Historic England and work was carried out in May 2022. He is consulted whenever issues arise with the fabric of the site. Significant falls of chalk rubble caused by the severe winter and frost damage have been cleared but further falls continue to occur and are monitored and actioned appropriately.

Following a spate of vandalism on the site during which a number of display panels were sprayed with graffiti and the model and a steel safety barrier damaged. Cleaning and repairs were carried out. The local authorities, police and interested parties have been actively addressing the problems through a series of initiatives and it is hoped that these will be successful. As the site is open to the public at all times preventing anti-social activity is difficult but the Trust is grateful to members of the public who report any signs of damage.

The concrete lines marking the outlines of the Infirmary have been clearly defined and cleaned and rabbit holes which occasionally appear filled. Discussions are taking place with Bonny's Wood and the Town Council regarding proposals to label all the trees within the site.

Members of the public regularly use and enjoy Priory Park and the site of the Priory which is well maintained and the display panels and gardens and the remains themselves attract appreciative comments.

We are grateful to Lewes Town Council for their support and their financial grant towards the considerable costs of maintenance of the site.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

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### Events

Southover Bonfire Society held its May Fayre in May and June 2022 and this year will be organising the event on 13th and 14th May. In September 2023 the society will be organising the Priory By Candlelight Event which has been so popular in the past. In June 2022 a public choral concert was given by the Ashdown Singers in the remains of the Priory. A series of Guided Tours in 2022 proved very popular and this year Caroline Raby has organised a further series. Tickets will be advertised and sold through a number of local outlets. In June 2022 as part of our educational and community outreach two stained glass workshops were held. Kate Hickmott and Helen Chiasson organised a Medieval Feast in January 2023 in the Church of St John the Baptist, Southover and our annual Members' Evening was also held there in January 2023. At Lewes Town Hall in February the Trust promoted its Herb and Community Gardens at Seedy Saturday. The Emil Godfrey Memorial Lecture was delivered by Dr. Graham Mayhew on 24th June 2022. This year the lecturer will be Michael Carter, the Curator of Property for Historic England whose chosen topic will be Cluniac Relics.

### Education

Our education managers Kate Hickmott and Helen Chiasson organised learning activities for thirty seven students and staff from the University of Waterloo, Canada which included a tour of the Priory site and the Gundrada Chapel in the Church of St John the Baptist, Southover. A programme is also being finalised for students at East Sussex College as well as for pupils at Lewes primary schools.

### Projects

#### Priory Stones and Lavatorium Research Projects

Under the leadership of Paul Benjamin and with the support of Andy Gammon the cataloguing and photographing of the stones relating to the Priory has been completed and a database compiled. From these it has been possible to suggest a possible reconstruction of the cloister arcade. The final results and interpretation of the 3-D laser scan of the Lavatorium which was undertaken by Historic England have yet to be made available to make further research possible.

#### Infirmary Project

Having received support from Historic England and the County Archaeologist for an archaeological investigation of the Infirmery, Tony Freeman and Arthur Franklin have been in discussions with Archaeology South East and detailed proposals drafted. Enquiries have been made to the Heritage Lottery Fund for financial support and it is hoped that if the necessary funds from a variety of sources can be obtained this exciting project can take place in 2023 or 2024 if Scheduled Monument Consent for the investigation is given.

Chris Grove, a former Treasurer of the Trust, is researching the construction of the railway through Lewes and the Priory and it is hoped that this will further inform our knowledge of the site.

### National & International Links

#### UK Cluniac Forum

The 2022 Cluniac Forum was hosted by Delapré Abbey. The conference this year will be held at Prittlewell Priory on 6th October.

#### European Federation of Cluniac Sites

The Federation's bid for Cluny and Cluniac sites to be included on a list of UNESCO World Heritage sites is progressing, and Lewes Town Council, East Sussex County Council, the South Downs National Park and other organisations and societies have given their support. Tony Freeman and Sy Morse-Brown are working closely with the Federation to see that Lewes Priory can be included the list of candidate sites. Representatives from UNESCO and the Federation visited Lewes in May 2022 and attended a meeting with representatives from Lewes Town Council to promote their bid.

#### Priory Gardens

The Priory Herb Garden has been established for forty years, and it is extremely pleasing that it is being well maintained by volunteers under the direction of Sue Fitzsimmons. The Kitchen Garden is now in its fifth year and volunteers hold regular sessions at the garden, ably supervised by Sue Rideout. The hedge planted following vandalism to the wattle fencing is protected by chestnut palings until it becomes established.

The Apple Orchard planted in 2014 is carefully managed by Mary Benjamin. One tree suffered damage through vandalism but we are hoping that it will recover this year.

A Wildflower Meadow on the bank above the herb garden has been slow to develop and a more suitable location may need to be found.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### **Lewes Priory Research Group**

The Trust is grateful to members of the Research Group whose extensive knowledge and expertise can be called upon to inform our deliberations on historical and archaeological matters.

### **Emil Godfrey Memorial Lecture**

The 2022 lecture delivered by Dr. Graham Mayhew was entitled 'Lewes and Cluny - liturgy, art and iconography'. It was recorded at the AGM on 24th June 2022 and made available on Zoom to non-members on 1st July.

This year it will be held on 29th June when the speaker will be Michael Carter, the Curator of Property for Historic England. His topic will be 'Cluniac Relics'. Details will be publicised as soon as the venue can be confirmed.

### **Publications**

Our publications, and the information leaflets (in a number of languages) are available from the local Tourist Information Centre, Anne of Cleves House and the Barbican Museum. Andrew Norris monitors availability and oversees their distribution.

### **Website**

The website, [www.lewespriory.org.uk](http://www.lewespriory.org.uk) was launched by Surface Impression in 2011. It includes an enormous amount of material relating to the Priory and includes a Members Area exclusively available to members of the Trust. Funds are always needed to assist with the considerable costs of maintaining and updating the site.

### **Social Media**

Andrew Norris monitors our IT and his expertise and experience is invaluable. We are grateful to him for the time and effort required to publicise and update our news posts.

### **Lewes District Local Lottery**

The Trust has benefitted from the good causes page - <http://www.leweslocalottery.co.uk/support/lewes-priory-trust>

### **Membership**

Susan Murray oversees our Membership and provides updated information to members. This year we have 169 members but are always seeking ways to attract more. In particular we are eager to attract university and school students and young members who will ensure the continuity of support on which the Trust's future depends.

### **Volunteers**

The Trust is extremely grateful to all those who willingly give of their time throughout the year to ensure that the Trust maintains its high local, national and now international reputation. We are seeking someone who would be interested in becoming our Secretary to record meetings and assist Trustees with some of the general administrative tasks.

We are keen to welcome anyone with an interest in history, archaeology, horticulture or research or who would like to become involved with any of the events throughout the year.

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### Financial review

The Trust received total income for the financial year of £27,579, but this included a much-appreciated special one-time grant of £5,500 from Lewes Town Council towards exceptional restoration and rehabilitation works. Excluding that grant, income was £22,079, which compares with a figure of £17,370 (excluding an insurance claim) for the previous year 2021/22 (FY22).

Income from members and visitors rose to £4,323 from £2,892 in FY22. Membership subscription income was lower in FY23 (at £1,181) than in FY22 (£2,274) but that for FY22 was substantially boosted by the online symposia held in May 2021. The reduction in subscription income was more than offset by an increase in income from tours and open days (a five-fold increase on FY22).

Maintenance of the Priory was again the Trust's largest expense and these costs in FY23 were exceptional at £20,552, principally because of rehabilitation and repair expenses arising from the annual survey. This possibility was foreseen in the Trustees' annual report for FY22. The Trustees appreciate the generosity of the Town Council in helping to meet these costs. These exceptional costs also reinforce the need for the Trust's reserves policy, adopted during FY22, which recognizes that a degree of provision for such circumstances must form part of our management of reserves.

The Trust ended the year FY23 with a small excess of expenditure over income – a deficit – of £2,945. The deficit has been funded from reserves so that total funds held at the year-end were reduced by the amount of the deficit when compared with the year-end of FY22.

As foreshadowed in last year's report, the deposit account with United Trust Bank was closed and the balance transferred to our sole remaining bank account at CAF Bank. Total cash at bank and in hand closed at £23,212, slightly down from the close of FY22.

### Reserves policy

The charity's reserves are required (a) for the purpose of providing adequate working capital for the efficient operation of the charitable company with particular regard to the future obligations and responsibilities accruing from the projects supported by external funders, to build upon the projects and also to cover any financial obligations in the event of the charitable company ceasing operations; and (b) to cover maintenance and repair obligations at the Priory site, both anticipated and unanticipated. It is considered that current levels set aside are adequate.

### Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by its Memorandum and Articles of Association. Its governing body controls the management of the trust and consists of the trustees and co-opted members.

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

Mrs S Baker (Resigned 27 April 2023)  
Paul Benjamin  
Philip Daniel  
Arthur Franklin  
Tony Freeman  
Sy Morse-Brown  
Susan Murray  
Andrew Norris  
Ruth O'Keeffe  
Stephen Wischhusen (known as Catlin)

# LEWES PRIORY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2023*

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Trustees are recruited on the basis of their commitment to, and ability to contribute to, the objectives of the trust, and are appointed as charitable directors in accordance with the procedures laid down in the Memorandum and Articles of Association.

The Trustees are grateful to Laura Chrisostomou who as Town Clerk to Lewes Town Council provided help and advice on numerous matters and who left the council in March 2023.

Francesca Pridding is the new temporary Town Clerk and we look forward to working with her in the immediate future.

Graham Mayhew also served on the governing body as Town Council representative.

### **Qualifying third party indemnity provisions**

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute up to £10 in the event of a winding up.

The charity has no related parties.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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

.....  
Arthur Franklin  
**Trustee**

Date: .....

# LEWES PRIORY TRUST

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEWES PRIORY TRUST

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We report to the Trustees on our examination of the financial statements of Lewes Priory Trust (the charity) for the year ended 31 March 2023.

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

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

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

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

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

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

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

### **Knill James LLP**

One Bell Lane  
Lewes  
East Sussex  
BN7 1JU

Dated: .....

# LEWES PRIORY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Income from:</b>							
Donations and legacies	2	23,083	-	23,083	14,438	-	14,438
Charitable activities	3	4,323	-	4,323	2,892	-	2,892
Income from Investments	4	173	-	173	40	-	40
<b>Total income</b>		<u>27,579</u>	<u>-</u>	<u>27,579</u>	<u>17,370</u>	<u>-</u>	<u>17,370</u>
<b>Expenditure on:</b>							
Charitable activities	5	30,524	-	30,524	12,914	1,858	14,772
<b>Net (outgoing)/incoming resources before transfers</b>		<u>(2,945)</u>	<u>-</u>	<u>(2,945)</u>	<u>4,456</u>	<u>(1,858)</u>	<u>2,598</u>
Gross transfers between funds		<u>177</u>	<u>(177)</u>	<u>-</u>	<u>(233)</u>	<u>233</u>	<u>-</u>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<u>(2,768)</u>	<u>(177)</u>	<u>(2,945)</u>	<u>4,223</u>	<u>(1,625)</u>	<u>2,598</u>
Fund balances at 1 April 2022		<u>29,872</u>	<u>379</u>	<u>30,251</u>	<u>25,649</u>	<u>2,004</u>	<u>27,653</u>
<b>Fund balances at 31 March 2023</b>		<u><u>27,104</u></u>	<u><u>202</u></u>	<u><u>27,306</u></u>	<u><u>29,872</u></u>	<u><u>379</u></u>	<u><u>30,251</u></u>

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

All income and expenditure derive from continuing activities.

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

# LEWES PRIORY TRUST

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Stocks	10	3,690		3,257	
Debtors	11	1,856		1,519	
Cash at bank and in hand		23,212		26,735	
		<u>28,758</u>		<u>31,511</u>	
<b>Creditors: amounts falling due within one year</b>					
	12	(1,452)		(1,260)	
Net current assets			<u>27,306</u>		<u>30,251</u>
<b>Income funds</b>					
Restricted funds	13		202		379
Unrestricted funds			<u>27,104</u>		<u>29,872</u>
			<u>27,306</u>		<u>30,251</u>

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

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

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

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

The financial statements were approved by the Trustees on .....

.....  
Philip Daniel  
Trustee

Company registration number 06493711

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

##### Charity information

Lewes Priory Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Town Hall, High Street, Lewes, East Sussex, BN7 2QS.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Charitable funds

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

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are those donated for a particular purpose or else where fundraising has been undertaken for a particular purpose.

#### 1.3 Incoming resources

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

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

Grant income is recognised when the formal offer of funding has been received subject to any performance conditions having been met.

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies (Continued)

#### 1.4 Resources expended

Expenditure is included on an accruals basis.

Charitable activities - Charitable activities include expenditure associated with the objects of the charity and also include support costs relating to that activity.

Governance costs - Governance costs include those costs incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

#### 1.5 Stocks

Stocks are stated at the lower of cost and net realisable value.

#### 1.6 Cash and cash equivalents

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

#### 1.7 Financial instruments

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

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

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

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### 1.8 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

#### 1.9 Creditors

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

# LEWES PRIORY TRUST

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

### 2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	3,723	1,325
Grants receivable	19,360	13,113
	<u>23,083</u>	<u>14,438</u>
<b>Grants receivable for core activities</b>		
Lewes Town Council	19,360	13,113
	<u>19,360</u>	<u>13,113</u>

### 3 Charitable activities

	Tours and Subscriptions open days		Total	Tours and open days	Subscriptions	Total 2022
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Income from members and visitors	3,142	1,181	4,323	618	2,274	2,892
	<u>3,142</u>	<u>1,181</u>	<u>4,323</u>	<u>618</u>	<u>2,274</u>	<u>2,892</u>

### 4 Income from Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Interest receivable	173	40
	<u>173</u>	<u>40</u>

# LEWES PRIORY TRUST

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

### 5 Charitable activities

	<b>Preservation and education 2023 £</b>	<b>Preservation and education 2022 £</b>
Maintenance of priory	20,552	6,399
Cluniac sites membership	129	127
Event expenses	4,103	534
Publications	243	773
Education costs	180	433
Website costs	211	623
Erasmus +	-	372
Kitchen garden	1,510	1,052
	<u>26,928</u>	<u>10,313</u>
Share of support costs (see note 6)	2,084	2,199
Share of governance costs (see note 6)	1,512	2,260
	<u>30,524</u>	<u>14,772</u>
<b>Analysis by fund</b>		
Unrestricted funds	30,524	12,914
Restricted funds	-	1,858
	<u>30,524</u>	<u>14,772</u>

### 6 Support costs

	<b>Support costs £</b>	<b>Governance costs £</b>	<b>2023 £</b>	<b>Support costs £</b>	<b>Governance costs £</b>	<b>2022 £</b>
Miscellaneous expenses	13	-	13	-	-	-
Insurance	1,519	-	1,519	1,391	-	1,391
Bank charges	72	-	72	106	-	106
Other support costs	10	-	10	75	-	75
Computer costs	470	-	470	627	-	627
Legal and professional	-	-	-	-	1,000	1,000
Independent exam fee	-	1,512	1,512	-	1,260	1,260
	<u>2,084</u>	<u>1,512</u>	<u>3,596</u>	<u>2,199</u>	<u>2,260</u>	<u>4,459</u>
Analysed between						
Charitable activities	<u>2,084</u>	<u>1,512</u>	<u>3,596</u>	<u>2,199</u>	<u>2,260</u>	<u>4,459</u>

Governance costs includes payments to the Independent Examiner of £1,512 (2022- £1,260).

# LEWES PRIORY TRUST

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

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### 7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year. Trustees were reimbursed for expenses incurred amounting to £nil (2022 - two Trustees - £213).

### 8 Employees

The average monthly number of employees during the year was:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Total	-	-
	<u>          </u>	<u>          </u>

### 9 Taxation

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

### 10 Stocks

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Finished goods and goods for resale	3,690	3,257
	<u>          </u>	<u>          </u>

### 11 Debtors

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	1,856	1,519
	<u>          </u>	<u>          </u>

### 12 Creditors: amounts falling due within one year

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	1,452	1,260
	<u>          </u>	<u>          </u>

# LEWES PRIORY TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 13 Restricted funds

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

	Balance at 1 April 2021	Resources expended	Transfers	Balance at 1 April 2022	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£
Banner project	168	-	-	168	-	168
Kitchen garden project - Phase 2	899	(1,052)	153	-	-	-
Erasmus +	292	(372)	80	-	-	-
Herb Garden	35	-	-	35	-	35
May Symposia	610	(434)	-	177	(177)	-
	<u>2,004</u>	<u>(1,858)</u>	<u>233</u>	<u>379</u>	<u>(177)</u>	<u>202</u>

The Banner project fund represents a grant from Lewes Town Council towards the cost of an embroidered banner to be prepared by WI members. This project is still in progress.

Kitchen Garden; a grant from Chalk Cliff Trust was received in 2018 and has supported ongoing garden maintenance and educational costs.

The Erasmus + project is an EU strategic partnership in relation to cultural heritage in adult education across Poland, Portugal and the UK (Lewes). The income and expenses relate to the ongoing management of the project. A further grant was received from Lewes Town Council for hosting costs for the UK segment of the project. The project is underway but is on hold pending easing of Covid-19 restrictions. Following Brexit and the UK's withdrawal from the Erasmus Programme, the future of the project is unclear.

The Herb Garden is a raised bed in an enclosed area in the Priory Park. Funds received are for the maintenance of this area.

A grant was received from Lewes Town Council towards the cost of running a series of four symposia via Zoom in May 2021, the work has now been completed and the remaining balance of £177 has been transferred to unrestricted funds.

#### 14 Analysis of net assets between funds

	Unrestricted funds 2023	Restricted funds 2023	Total Unrestricted funds 2023	Restricted funds 2022	Total 2022
	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:					
Current assets/(liabilities)	27,104	202	27,306	379	30,251
	<u>27,104</u>	<u>202</u>	<u>27,306</u>	<u>379</u>	<u>30,251</u>

#### 15 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).