

# ILKLEY MANOR HOUSE TRUST

England & Wales · Charity number 1174051

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [10801113](#)

**Registered** 2017-07-31

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

## Contact

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**Address** Manor House Art Gallery & Museum  
Castle Yard  
Ilkley  
LS29 9DT

**Phone** 01943 607030

**Email** [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)

**Website** [www.ilkleymanorhouse.org/](http://www.ilkleymanorhouse.org/)

## Activities

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**Objects:** THE OBJECTS ARE SPECIFICALLY RESTRICTED TO THE FURTHERING SUCH EXCLUSIVELY CHARITABLE PURPOSES FOR THE PUBLIC BENEFIT AS THE TRUSTEES THINK FIT, AND IN PARTICULAR:3.1 THE PROMOTION OF THE MANOR HOUSE AT ILKLEY, WEST YORKSHIRE FOR THE PUBLIC BENEFIT AND IN PARTICULAR FOR THE BENEFIT OF ALL THE INHABITANTS OF ILKLEY AND ITS NEIGHBOURHOOD AND VISITORS BY ASSOCIATING TOGETHER THE SAID INHABITANTS WITH VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION IN HERITAGE, CULTURE AND ALL ASPECTS OF THE ARTS, IN PARTICULAR BUT NOT LIMITED TO THE VISUAL ARTS, MUSIC, THEATRE, DANCE AND LITERATURE; AND THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND OTHER LEISURE-TIME OCCUPATION;3.2 THE ADVANCEMENT OF THE EDUCATION OF THE PUBLIC IN THE ARTS AND SCIENCES, INCLUDING HERITAGE AND CULTURE, BY THE ESTABLISHMENT AND MAINTENANCE OF DISPLAYS AND EXHIBITIONS AT THE MANOR HOUSE, ILKLEY;3.3 THE PRESERVATION FOR THE PUBLIC BENEFIT THE GRADE 1 LISTED BUILDING KNOWN AS THE MANOR HOUSE, ILKLEY TOGETHER WITH ITS GARDENS AND GROUNDS, COTTAGES AND ANY OTHER ANCILLARY BUILDINGS OR ANY PARTS THEREOF AS ARE OWNED OR LEASED BY THE CHARITY AND THE PROMOTION FOR THE PUBLIC BENEFIT THE STUDY AND APPRECIATION OF THE MANOR HOUSE AS A PLACE OF HISTORIC AND ARCHITECTURAL INTEREST AND BEAUTY;3.4 THE PRESERVATION FOR THE PUBLIC BENEFIT OF PICTURES, FURNITURE, CHATTELS, ARTEFACTS AND WORKS OF ART FOR THE TIME BEING OWNED BY OR LOANED TO THE CHARITY AND THE PROMOTION FOR THE PUBLIC BENEFIT THE STUDY AND APPRECIATION OF SUCH ITEMS AS FEATURES OF HISTORIC OR ARTISTIC INTEREST; AND/OR 3.5 THE FACILITATION AND ENCOURAGEMENT OF THE USE, OCCUPATION AND ENJOYMENT OF THE WHOLE OR ANY PART OF THE MANOR HOUSE AT ILKLEY AND ITS CONTENTS FOR SUCH CHARITABLE PURPOSES AS THE TRUSTEES THINK FIT.

**Activities:** THE PROMOTION OF THE MANOR HOUSE AT ILKLEY, WEST YORKSHIRE FOR THE PUBLIC BENEFIT BY ASSOCIATING TOGETHER THE ILKLEY INHABITANTS WITH VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION IN HERITAGE, CULTURE AND ALL ASPECTS OF THE VISUAL ARTS, MUSIC, THEATRE, DANCE AND LITERATURE; AND THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION ETC.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Recreation
- **Who:** The General Public/mankind

## Geography

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- Bradford City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£67,215	£74,223	-	-
2023-12-31	£73,828	£77,603	-	-
2022-12-31	£86,658	£77,140	-	-
2021-12-31	£79,977	£62,840	-	-
2020-12-31	£130,804	£73,403	-	-

## Trustees

Name	Role	Appointed
Allan Geoffrey Mills		2026-01-13
Clare Richardson - Barlow		2024-06-18
Elaine Toms		2024-06-18
JOHN WORSTENHOLME COCKSHOTT		2017-06-02
Julia Richards		2019-05-09
Karen Impey		2026-01-13
Rathinambal Tamilselvan		2024-06-18
Roger Tilbrook		2019-02-02
SARAH ANNE THOMAS		2017-06-02
Sally ann Burley		2026-01-13
Sephra Greening Jackson		2026-01-13

**ILKLEY MANOR HOUSE TRUST**

England & Wales - Charity number 1174051

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# Accounts

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**ILKLEY MANOR HOUSE TRUST**  
**UNAUDITED ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**ILKLEY MANOR HOUSE TRUST**  
**YEAR ENDED 31<sup>st</sup> DECEMBER 2024**

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**ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2024**

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**Business Information**

**Independent Examiner**                      xx

**Business Address**                      Ilkley Manor House  
   Castle Yard  
   Church Street  
   Ilkley  
   West Yorkshire  
   LS29 9DT

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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## Trustee Report 2024

January 2024 – December 2024

### *Mission Statement*

*Ilkley Manor House is an important historic Grade I listed building that stands on the remains of a Roman fort and is at the heart of Ilkley on the edge of the Yorkshire Dales. We work to preserve the House and its gardens for future generations and bring to life the story of Ilkley Manor House, its place in Ilkley, the local landscape, and the wider world.*

*Through our programmes of arts, cultural, wellbeing and heritage activities we will create connections with the community to explore stories, themes and objects from the past, present and future to bring the history of Ilkley Manor House to life.*

### WHY DO WE DO THIS

Visitors will leave Ilkley Manor House feel their lives have been enriched in some way.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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## Trustee Report 2024

### Introduction

2024 continued to be a challenging year for the Trust but the Board, staff team and volunteers rose to the challenge to put on a full and varied programme of heritage, art exhibitions, concerts and family activities. We welcomed just under 9,500 visitors to the Manor House during the year which is a 14% increase in attendance from 2023.

### Strategic planning and long-term lease

Building on the work started in 2021 with Museum Development Yorkshire further work was undertaken on visitor engagement and income generation plans. Detailed work also started on mapping the timeline, impact and costs of taking on the 99-year lease in 2026. The 99-year lease brings with it responsibilities for additional land and the scheduled monument – the Roman fort, Olicana.

Members of the board attended the full Ilkley Town Council meeting to brief councillors on the plans and costs of the 99-year lease and roof repairs.

### Highlights of 2024

The following are just some of the many highlights of 2024.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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The year began with the amazing news that the Trust had been awarded **full museum accreditation** by the Arts Council England.

The assessment from Arts Council England was very comprehensive and required the Trust to update and create several new procedures and policies as well as provide training for the staff team and volunteers. A detailed action plan has been created to undertake the outstanding elements within the next 5 years.

Museum accreditation will allow the Trust to discuss with other museums and galleries about arranging loans to supplement and enhance exhibitions we are holding in the House.

**Alan Titchmarsh** visited the Manor House on 3 April 2024 to unveil the new bench that had been designed and built by local craftsman, Ken Jaquierey.

The bench was funded in part from a generous donation from Peggy Lambert's family and a grant from Ilkley Town Council.

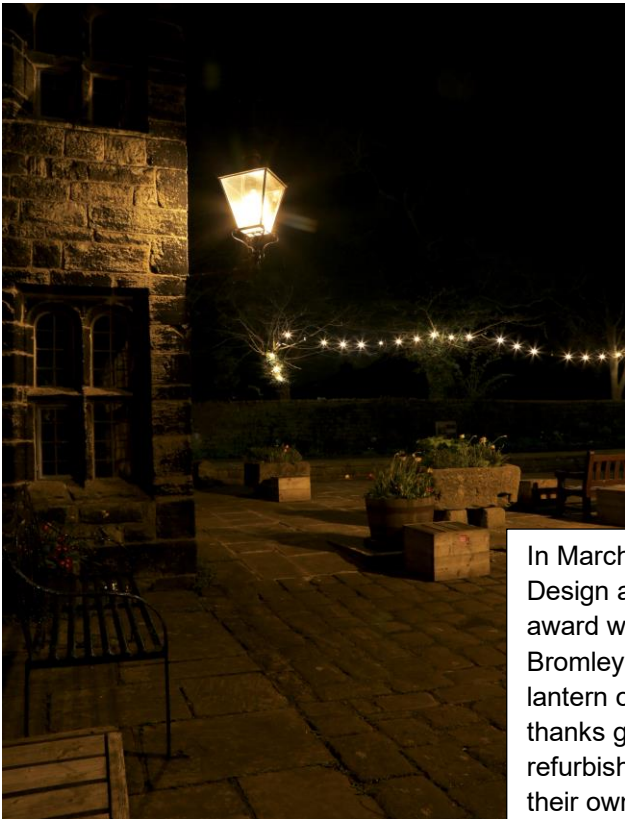
The new bench completes the boundary of courtyard benches.



# ILKLEY MANOR HOUSE TRUST

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In March the Trust was shortlisted for the Ilkley Design and Conservation Awards 2024. The award was for the work undertaken by Tom Bromley of Burnt Orchid and Paul Bromley on the lantern on the outside of the Manor House. Our thanks go to Tom and Paul for their generosity in refurbishing the lantern in their own time and at their own expense.



## Beauty

An exhibition of paintings by  
Dudley Edwards

2 March - 28 April  
Ilkley Manor House

ILKLEY  
MANOR  
HOUSE

## Dudley Edwards

The major exhibition held in the Manor House in 2024 was the Dudley Edwards exhibition – **Beauty**.

The exhibition attracted a record number of visitors to the House and artworks sold went to homes in Yorkshire and California.

Dudley gave a well-attended evening talk about his time as an artist. Of particular interest was his period of working with the Beatles.

The exhibition was covered by the Yorkshire Post, Radio Leeds and Look North as well as our local media colleagues.

## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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The new Spring and favourites like the Summer Fair and Bard in the Yard were all a great success again this year

**Christmas at the Manor House** – We held our much-anticipated Christmas Makers Fair again this year and volunteers did a wonderful job decorating the House ready for the festive fun.

Our wreath making workshops were a new and very successful venture and one we plan to repeat in 2025.



#### **Partnership working, school visits and wider community events.**

The Trust continued to develop creative partnerships with a wide range of organisation, in part to learn from others and to understand the needs of our community.

The Trust had a return visit from the chair and operation lead for the Folly at Settle to share experiences as well as a visit from Nidderdale Museum CEO too. The House hosted the Ilkley Business forum, Good Neighbours, EcoGPX launch and the photography group from Outside the Box.

The newly relaunched schools visit experience has been well received by the schools that have visited the house in 2024. Ilkley Manor House attended the Leadership and Enrichment Fayre at Ilkley Grammar School with over 1200 students attending over a busy 3-hour period.

The newly formed Bradford District Heritage Hub meet in the Manor House in September with 14 organisations represented. Talks about the Manor House were given to Moving On Groups, Ilkley Soroptimists, Rotary, McCarthy and Stone homeowners.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024



The Trust started to prepare for the Bradford 2025 UK City of Culture.

Ilkley Cultural Cooperative met with representatives of B2025 in June to share ideas and to explore where there might be some potential for joint working.

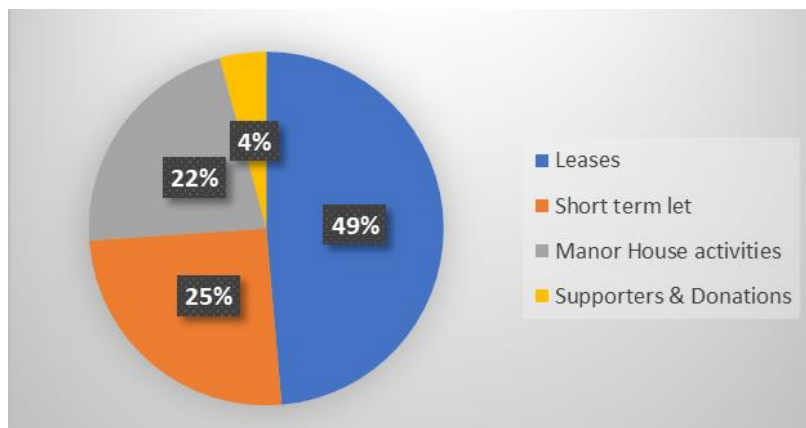
A further meeting was held in October to map all of 2025 events planned in Ilkley.

The Chair of the Trust attended the 2025 launch event on 12 September 2024.

## Financial sustainability

2024 ended with a deficit of just over £3K. Work is now underway to explore ways of increasing traded income in 2024 and beyond to bridge this deficit. This work will include an active campaign to increase the number of supporters and to explore corporate sponsorship too.

Income comes from the following sources:

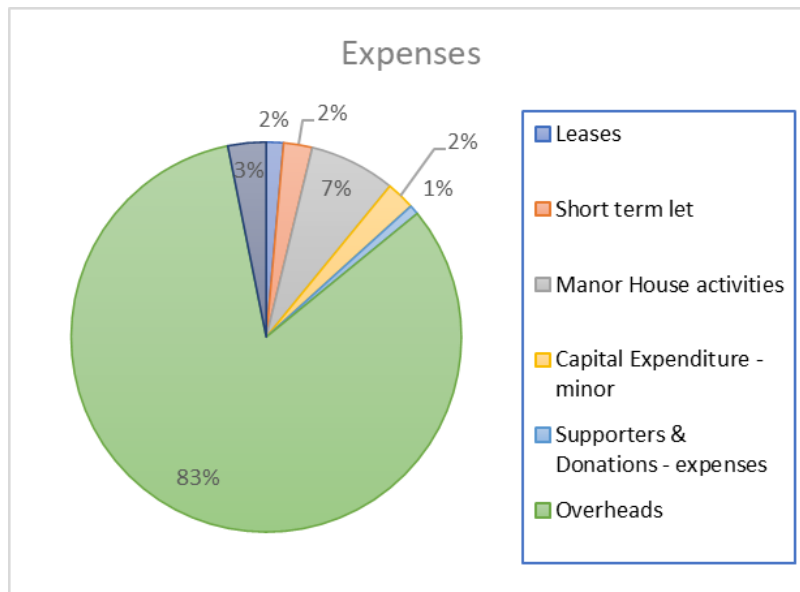


# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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## Our costs



The biggest contributor to expenses is the overheads for running the building and these are difficult to reduce quickly.

## Volunteers and Staff team

A new Operations Manager, Rachael Sugden was appointed in March 2024, and a new Visitor Engagement Lead, Kainaat Fatima also joined the team in March.

We currently have 50 volunteers on our database and of these about 25 are actively involved in Manor House activities. These contributions make an enormous difference to the working of the organisation. The Volunteer Co-ordinator, Andreea Chitan, and Trustee lead for volunteers, Julia Richards, continue to work with volunteers to improve their training and support.

The **gardening team of volunteers** continued to do an amazing job keeping the garden areas around the House full of interest and colour.

## Trust Board

In March the Board started the process of recruiting new trustees. The appointments were in part to replace Jenna Holmes who had resigned earlier in 2024 as well as strengthening the Board.

3 new trustees were appointed – Elaine Toms, Clare Barlow-Richardson and Rathi Tamilselvan. Their background information can be found on the Ilkley Manor House website - <https://www.ilkleymanorhouse.org/ilkley-manor-house-trust/>. The skills the new trustees bring will be invaluable to the future development of the Trust.

## Conclusion

2024 was a tough year financially but the Trust was still able to deliver some new and exciting projects and activities. The long-term financial planning that happened during 2023 will stand the Trust in good stead for the coming 5 years as it moves to take on the long-term lease of the buildings and additional land.

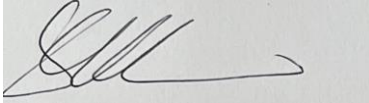
# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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15<sup>th</sup> September 2025

Signed



Chair of Trustees

### Reference and Administrative Details

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Charity Number: *1174051*  
Company Number: *010801113*

### Our Advisers

Accountant Jody Kendall ACA  
Independent Examiner Michael Daly FCCA  
Bank Barclays  
Solicitor Schofield Sweeney

### Structure, Governance and Management

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#### Governing Document

Ilkley Manor House Trust is a company limited by guarantee and an independent registered charity, governed by a Memorandum and Articles of Association dated 2017.

#### Appointment of Trustees

There should be between three and twelve Trustees. The Trustees shall become Members by virtue of their appointment as Trustees. If the number of Trustees fall below three, the remaining Trustees may act to appoint further Trustees as required. The trustees serving during 2018 and since the year end were as follows:

President	Sir Rodney Brooke	(Chair until 31.07.18)
Trustee & Chair of the Board	Sarah Thomas	(appointed chair 01.08.18, reappointed 1.12.20)
Trustee & Chair of Friends of IMH	John Cockshott	(appointed 06.17, reappointed 1.12.20)
Trustee	Daisy Johnson	(appointed 19.05.18)
Trustee	Roger Tilbrook	(appointed 01.01.19)
Trustee	Jenna Holmes	(appointed 09.05.19, resigned 26.03.24)

## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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Trustee	Julia Richards	(appointed 09.05.19)
Trustee	Rathinambal Tamilselvan	(appointed 18.06.24)
Trustee	Clare Richardson- Barlow	(appointed 18.06.24)
Trustee	Elaine Toms	(appointed 18.06.24)

#### **Trustee Induction and Training**

New trustees undergo an induction process to brief them on the Memorandum and Articles of Association, the Trustee Board and decision-making processes, the Forward Plan 2019-2023, and recent financial performance of the charity.

#### **Organisation**

The board of Trustees administers the charity. The board meets monthly and there are subcommittees covering marketing, operations, and programme planning. In 2019 a fundraising subcommittee will be established. An Operations Manager has been appointed to manage the day to day operations of the charity.

#### **Conflicts of Interest**

None of our trustees receive financial or other remuneration for their work for the charity. Trustees must avoid Conflicts of Interest and wherever a Conflict of Interest arises in a matter to be discussed at a meeting of the Trustees or a committee, a Conflicted Trustee must comply with the procedure set out in the articles.

#### ***Policies on reserves***

The Trustees' policy is that the Charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

The Trustees carefully considered the financial obligations of the company and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the Charities aims. These are reviewed on an annual basis.

The lower level of reserve has been agreed by the Board to be set at £28,000 representing six months overhead costs of the charity.

The target level is set at £50,000 which represents the projected unrestricted funds that the Charity requires to ensure future sustainability, and most particularly to support the work that is needed to allow the building to become more accessible to the public.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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## Independent Examiner's Report

### Respective responsibilities of trustees and examiner

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

### Basis of Independent Examiner's Statement

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

### Independent Examiner's Statement

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

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

Signed



15<sup>th</sup> September 2025

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

## Statement of Financial Activities

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income from:</b>					
Grants and donations	(3)	3,149	1,564	4,713	17,612
Long Term rental income		28,041		28,041	31,747
Short term hire and events income		31,833		31,833	21,627
Solar Gallery and Websales commission		979		979	1,608
Other Income		1,649		1,649	1,234
<b>Total income</b>		<b>65,651</b>	<b>1,564</b>	<b>67,215</b>	<b>73,828</b>
<b>Expenditure on:</b>					
Short term hire		-		-	-
Manor House Activities		10,257	4,043	14,300	20,131
Legal Fees		1,740		1,740	-
Capital Expenditure		3,376	1,470	4,846	5,319
Staff costs		35,860	312	36,172	32,144
Marketing and publicity		5,481	-	5,481	3,540
Volunteers		187	-	187	187
Overheads		9,099	-	9,099	14,385
Professional Fees		2,400	-	2,400	1,897
		-		-	-
<b>Total expenditure</b>		<b>68,398</b>	<b>5,825</b>	<b>74,223</b>	<b>77,603</b>
<b>Net income / (expenditure)</b>		<b>(2,747)</b>	<b>(4,261)</b>	<b>(7,008)</b>	<b>(3,775)</b>
<b>Net movement in funds</b>		<b>(2,747)</b>	<b>(4,261)</b>	<b>(7,008)</b>	<b>(3,775)</b>
<b>Fund balances brought forward</b>		<b>74,237</b>	<b>9,623</b>	<b>83,860</b>	<b>87,635</b>
<b>Fund balances carried forward</b>		<b>71,490</b>	<b>5,362</b>	<b>76,852</b>	<b>83,860</b>

All incoming resources and resources expended derive from continuing activities.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

## Balance Sheet

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	5,928	-	5,928	17,518
Stock	1,390	-	1,390	1,331
Cash at bank and in hand	74,081	5,362	79,443	70,686
<b>Total current assets</b>	<u>81,399</u>	<u>5,362</u>	<u>86,761</u>	<u>89,536</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	9,908	-	9,908	5,676
<b>Total current liabilities</b>	<u>9,908</u>	<u>-</u>	<u>9,908</u>	<u>5,676</u>
<b>Net current assets / (liabilities)</b>	<u>71,490</u>	<u>5,362</u>	<u>76,852</u>	<u>83,860</u>
<b>Total assets less current liabilities</b>	<u>71,490</u>	<u>5,362</u>	<u>76,852</u>	<u>83,860</u>
<b>Creditors: amounts falling due after one year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>	<u>71,490</u>	<u>5,362</u>	<u>76,852</u>	<u>83,860</u>
<b>Funds</b>				
Unrestricted funds	71,490	-	71,490	74,237
Restricted funds	-	5,362	5,362	9,623
Endowment funds				
<b>Total funds</b>	<u>71,490</u>	<u>5,362</u>	<u>76,852</u>	<u>83,860</u>

For the year ending 31st December 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

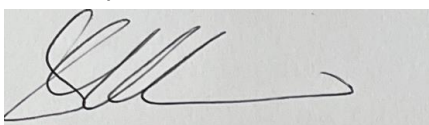
The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: ... 15th September 2025

Signed:



(Trustee)

Name ... Sarah Thomas

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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## Notes to the Accounts

### 1 Accounting Policies

#### 1a Basis of preparation of the accounts (financial statements)

The accounts been prepared under the historical cost convention with assets and liabilities recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

#### 1b Preparation of accounts on a going concern basis

The trustees are of the view that there are no material uncertainties about the charity's ability to continue as a going concern.

#### 1c Income recognition

All income is accounted for on an accruals basis.

Income received in advance is deferred until the criteria for income recognition are met.

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### 1d Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount

#### 1e Value Added Tax

The Charity is not registered for Value Added Tax.

#### 1d Cashflow

The Charity is exempt from the requirement to prepare a cashflow statement on the grounds of its size.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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## Notes to the Accounts (ctd)

### 2 Manor House

On the 4th April 2018, Bradford Metropolitan Council entered into a 5 year lease with Ilkley Manor House Trust. The lease was at a peppercorn rental and has an option to extend at the end of the term.

The lease covers the Manor House and the cottages in Castle Yard.

The lease was subsequently amended on the 7th January 2019, to a 7 year lease, with the same arrangements  
In the accounts no value has been assigned to the lease.

### 3 Restricted Funds

Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Grants</b>				
Bradford VCS Alliance	-	1,071	1,071	-
Bradford Community Chest	-	493	493	-
BMDC - Additional restrictions	-	-	-	1,478
School for Social	-	-	-	4,000
Groundwork	-	-	-	1,000
Round Table - Childrens resources	-	-	-	1,150
Ilkley Town Council	-	-	-	1,290
Peggy Lambert Bench Donation	-	-	-	800
Olicana Historical Society	-	-	-	1,000
Other Donations	3,149	-	3,149	6,794
	<u>3,149</u>	<u>1,564</u>	<u>4,713</u>	<u>17,612</u>

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

## 3 Restricted Funds (ctd)

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Co-op	2,478		2,478		-
Rotary - Heritage	125		125		-
Rotary - Childrens resources	4,000	-	681		3,319
Round Table - Childrens resources	550				550
Groundwork	1,000				1,000
Ilkley Town Council	670		670		-
Peggy Lambert Bench Donation	800		800		-
Bradford VCS Alliance		1,071	1,071		-
Bradford Community Chest		493			493
	<u>9,623</u>	<u>1,564</u>	<u>5,825</u>	<u>-</u>	<u>5,362</u>

### Fund name

### Purpose of restriction

Co-op	Fund to create music that was accessible to individuals with additional needs
Rotary - Heritage	Heritage interpretation
Rotary - Childrens resources	Childrens resources
Round Table - Childrens resources	Childrens resources
Groundwork	Tesco fund for Childrens resources
Ilkley Town Council	Bench and Courtyard
Peggy Lambert Bench Donation	Donations to provide a bench to commemorate Peggy Lambert
Bradford VCS Alliance	Age Well workshops
Bradford Community Chest	Exhibition costs

## 4 Staff costs

Staff costs and numbers	2024	2023
	£	£
Gross salaries	35,905	31,931
Social security costs	-	-
Employment allowance	-	-
Pensions	266	213
	<u>36,172</u>	<u>32,144</u>

The average number of employees during the year was 5, being an average of 1.3 full time equivalent (2023 - 5, 1.2).

There were no employees with emoluments above £60,000.

## 5 Trustee Expenses and Related party transactions

No trustee received any payment for expenses during this year or the previous year.

There were no related party transactions during this year or the previous year.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2024

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### ***Ilkley Manor House Trust***

*We are a charity set up in 2017 by a passionate and committed group of local residents who saw the importance of working in partnership to keep the Manor House open as a community asset for all to enjoy.*



*If you would like this information in an alternative format, please call us on 07834 547 959 or you can email us at [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)*

*Ilkley Manor House Trust is a company limited by guarantee, and an independent registered charity, number 1174051. Its board is made up of committed and professional volunteers.*

*Patron: Alan Titchmarsh*

*President: Sir Rodney Brooke*

*Chair: Sarah Thomas*

***[www.ilkleymanorhouse.org](http://www.ilkleymanorhouse.org)***

*Please recycle after use.*

**ILKLEY MANOR HOUSE TRUST**

England & Wales - Charity number 1174051

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# Accounts

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**ILKLEY MANOR HOUSE TRUST**  
**UNAUDITED ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2023**

**ILKLEY MANOR HOUSE TRUST**  
**YEAR ENDED 31<sup>st</sup> DECEMBER 2023**

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# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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## Business Information

**Independent Examiner**

Michael Daly (FCCA)

**Business Address**

Ilkley Manor House  
Castle Yard  
Church Street  
Ilkley  
West Yorkshire  
LS29 9DT

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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## Trustee Report 2023

January 2023 – December 2023

### *Mission Statement*

*Ilkley Manor House is an important historic Grade I listed building that stands on the remains of a Roman fort and is at the heart of Ilkley on the edge of the Yorkshire Dales. We work to preserve the House and its gardens for future generations and bring to life the story of Ilkley Manor House, its place in Ilkley, the local landscape, and the wider world.*

*Through our programmes of arts, cultural, wellbeing and heritage activities we will create connections with the community to explore stories, themes and objects from the past, present and future to bring the history of Ilkley Manor House to life.*

### WHY DO WE DO THIS

Visitors will leave Ilkley Manor House feel their lives have been enriched in some way.



# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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### Trustee Report 2023

#### Introduction

2023 was a challenging year for the Trust. The increasing costs of living and reduced spending power has impacted our bottom line. Despite the financial pressures the year was a busy one with plenty to be proud of.

#### Strategic planning

The Trust spent time in 2023 further refining its overall statement of purpose and strategic plan for the next 5 years. While this is not highly visible to the public and our visitors it will underpin all that we do going forward and how we train and support our staff and volunteers.

The 5 year Forward Plan 2023 – 2028 can be viewed via this link - [5 Year Forward Plan 2023 - 2028](#)

#### Highlights of 2023

The following are just some of the many highlights of 2023.



The year began with the **Enchanted Winter Forest** installation in the Manor House. The installation was switched on every day from 7 Jan to 19 February.. Some lovely comments received from the public. *"We visited The Enchanted Winter Forest installation and were extremely impressed by the very clever features. We particularly enjoyed the sequence of lighting in the Narnia window to draw the attention to various parts. We thought the 'smash' Rombald made in the window was very clever, too. And in the final window the moon was simply captivating in it's realistic portrayal. Thank you so, so much to all involved in bringing this to our town. What an achievement! Thank you".*

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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## Trustee Report 2023

**Alan Titchmarsh** visited the Manor House on Tuesday 16<sup>th</sup> May to open the newly created Medieval Garden. Bradford and Ilkley Mayors both attended plus around 50 invited guests.



**In May and June the House celebrated life in Medieval Ilkley Medieval May and June.** There was an exhibition and the medieval fashion show was a great success too. The exhibition of medieval embroidery created by Tanya Bentham was enjoyed by over 600 visitors and Tanya also provided the costumes for the fashion show. The image below is of two of the volunteer models looking amazing in the Manor House courtyard.



# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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### Trustee Report 2023



**Maypole dancing** on 13 May was also great fun and we are going to focus on it as a nostalgic event next year as the older dancers seemed to love it as much (if not more) than the young ones.

The **Creative Quarter weekend** held on 14/15 October 2023. The local businesses who participated reported increased footfall and there were artisan makers in the courtyard over the weekend too.

Bradford Council community fund awarded the Trust **£100** for coronation activities over the coronation weekend. The team produced goody bags for young visitors to mark their visit to IMH on this special weekend



The **first Ilkley Arts open** exhibition took place in Western gallery from 16 September – 15 October 2023. Over 40 artists were selected from hundreds of submissions.

Ilkley Manor House hosted a very interesting meeting on 19 December with some of the team from Bradford University who had created the **3D models of the Manor House** and undertaken detailed **archeological Surveys** of the land around the Manor House and All Saints church. The meeting explored next steps and how it could be used. An exhibition of this work is planned for 2024/25.

**The Festive Dining Experience** at Ilkley Manor House was launched in December and Good Food Story catered for 2 evening and 2 daytime sittings. The House was a perfect venue for the event and the feedback has been very encouraging. The images below are getting the House ready



# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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### Trustee Report 2023

**Christmas at the Manor House** – We held our much anticipated Christmas Makers Fair again this year and volunteers did a wonderful job decorating the House ready for the festive fun.



### Partnership working and wider community events.



Ilkley Manor House contributed a decorated tree to the **2023 Ilkley Christmas Tree festival** which was attended by over 500 visitors to St Margarets Church, Ilkley

**Bradford 2025** - Ilkley Cultural Cooperative met in January to develop ideas for possible projects for Bradford 2025. Contact has made with the new Bradford 2025 Executive Producer, Jenny Harris and Dan Bates, Executive Director.

Ilkley Manor House contributed to the **Bradford 2025** steering group meeting 14 December attended by new senior appointees to the team. Further appointments would be made during January 2024.

The work to enhance our school and family learning offer continued throughout 2023.

# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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### Trustee Report 2023

The first twinning exhibition with **Musée Quesnel-Morinière from Coutances**, happened in the Manor House in 2023.

**Feeding Coutances** (1940 – 1944) ran from 21 October to 5 November. The exhibition highlighted the impact of food rationing on the population of Coutances.

The installation of the exhibition was supported by a donation from the Twinning Committee. A VIP opening event was held as well as a live streamed coffee morning talk from Sophie Escalmel from Musée Quesnel-Morinière



FRIDAY  
2ND  
JUNE

**A MUSICAL ADVENTURE  
WITH MADE WITH MUSIC  
JUST FOR LS29**

**MANOR HOUSE, ILKLEY**  
2-4pm a chilled sensory concert  
5-7pm an interactive sensory concert with  
music and performance

Limited tickets, £2 per person

2-4pm no food please, 5-7pm food and drink welcome

We finally managed to hold the **relaxed gigs with LS29** and Made with Music in the House which had been delayed because of the Covid lockdowns. Daisy Johnson had started this project off by securing funds from the Coop Community Fund. The gigs were a great success.

Regular meetings continued in 2023 with All Saints church exploring issues of joint interest. Most importantly we opened discussions on the impact of the Trust taking on the 99-year lease and the land that is part of that new arrangement.

Councillor **Catherine Cheater** became the link councillor with the Manor House in May. Cllr Cheater attends as many board meetings as possible.

**The late Peggy Lambert** – In discussions with the daughter of the late Peggy Lambert, a long-time supporter and Friend of the Manor House, it was decided that they would like to contribute to a bench in memory of their mother. Ilkley Manor House also received an earlier grant from Ilkley Town Council to add another bench and improve the planting in the courtyard. Detailed discussions with Ken Jacquier, artisan woodworker, about the design, making and installation of the bench took place during 2023.

# ILKLEY MANOR HOUSE TRUST

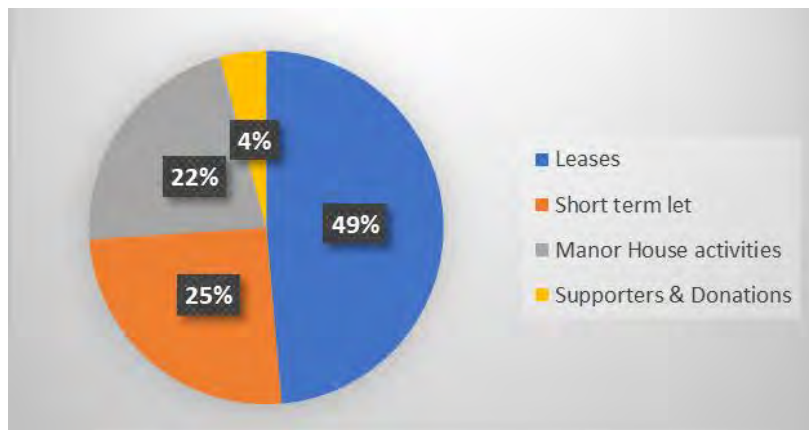
## YEAR ENDED 31<sup>st</sup> DECEMBER 2023

### Trustee Report 2023

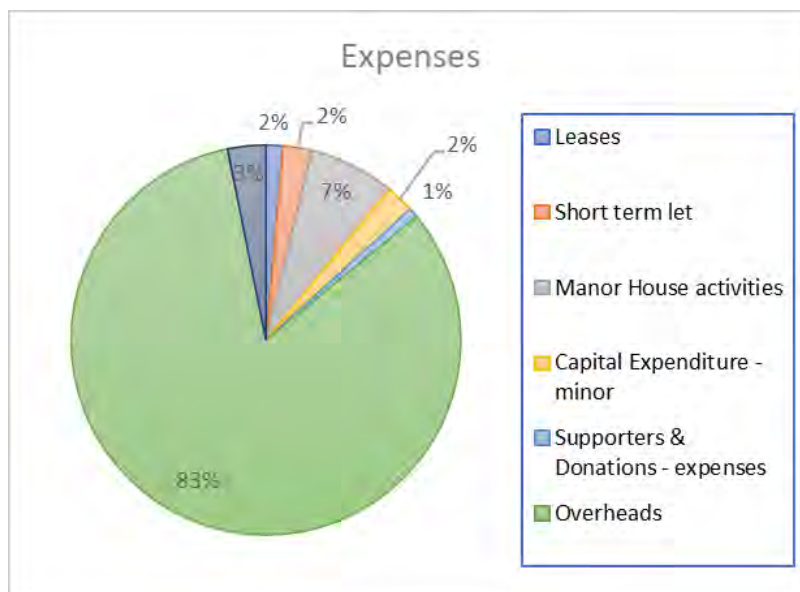
#### Financial sustainability

2023 ended with a deficit of just over £3K. Work is now underway to explore ways of increasing traded income in 2024 and beyond to bridge this deficit. This work will include an active campaign to increase the number of supporters and to explore corporate sponsorship too.

Income comes from the following sources:



#### Our costs



The biggest contributor to expenses are the overheads for running the building and these are difficult to reduce quickly.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

---

## Trustee Report 2023



As part of the drive to increase traded income we were successful in being selected for the **Heritage Trade Up** programme run by the School of Social Entrepreneurs which started in February 2023.

This programme focused on building financial resilience, building networks with other similar organisations, it came with a grant of £4K to support income generating ideas such as our new children's merchandising items.

## Volunteers, supporters and Staff team

We currently have 50 volunteers on our database and of these about 25 are actively involved in Manor House activities. These contributions make an enormous difference to the working of the organisation. The new Volunteer Co-ordinator, Andreea Chitan, who joined us in 2023 and Trustee lead for volunteers, Julia Richards, undertook a major consultation with all the volunteers in September and October to understand what makes the experience worthwhile and what we could do to improve it.

The **gardening team of volunteers** and Mandy Preston, who has taken on the role as gardening co-ordinator took forward a successful recruitment campaign for additional gardening volunteers. This resulted in the appointment of 3 more gardening volunteers.

**Annual General Meeting** was held on 31 October 2023 during which we looked back over 2023 and you can see that presentation [here](#) A **Supporters meeting** was held on 20 April with a small audience but very active discussions.

## Museum Accreditation

Working with our museum accreditation mentor, Leah Mellors, Ilkley Manor House submitted a museum accreditation application to the Arts Council England in November 2023.

The decision of the Accreditation Panel was announced in February 2024 and we are delighted to have achieved the formal accreditation.

## Conclusion

2023 was a tough year financially but the Trust was still able to deliver some new and exciting projects and activities. The long-term financial planning that happened during 2023 will stand the Trust in good stead for the coming 5 years as it moves to take on the long-term lease of the buildings and additional land.

March 2024

Signed

A handwritten signature in black ink, appearing to be "S. M.", written over a light blue horizontal line.

Chair of Trustees 10<sup>th</sup> September 2024

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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## Reference and Administrative Details

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Charity Number: 1174051  
Company Number: 010801113

### Our Advisers

Accountant Jody Kendall  
Independent Examiner xx  
Bank Barclays  
Solicitor Schofield Sweeney

## Structure, Governance and Management

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### Governing Document

Ilkley Manor House Trust is a company limited by guarantee and an independent registered charity, governed by a Memorandum and Articles of Association dated 2017.

### Appointment of Trustees

There should be between three and twelve Trustees. The Trustees shall become Members by virtue of their appointment as Trustees. If the number of Trustees fall below three, the remaining Trustees may act to appoint further Trustees as required. The trustees serving during 2018 and since the year end were as follows:

President	Sir Rodney Brooke CBE (Chair until 31.07.18)
Trustee & Chair of the Board	Sarah Thomas (appointed chair 01.08.18)
Trustee & Chair of Friends of IMH	John Cockshott (appointed 06.17)
Trustee	Daisy Johnson (appointed 19.05.18)
Trustee	Roger Tilbrook (appointed 01.01.19)
Trustee	Jenna Holmes (appointed 09.05.19, resigned 26.03.24)
Trustee	Julia Richards (appointed 09.05.19)
Trustee	Dr Clare Richardson Barlow (appointed 18.06.24)
Trustee	Elaine Toms (appointed 18.06.24)
Trustee	Rathi Tamilselvan (appointed 18.06.24)

# **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2023**

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## **Trustee Induction and Training**

New trustees undergo an induction process to brief them on the Memorandum and Articles of Association, the Trustee Board and decision-making processes, the Forward Plan 2019-2023, and recent financial performance of the charity.

## **Organisation**

The board of Trustees administers the charity. The board meets monthly and there are subcommittees covering marketing, operations, and programme planning. An Operations Manager has been appointed to manage the day to day operations of the charity.

## **Conflicts of Interest**

None of our trustees receive financial or other remuneration for their work for the charity. Trustees must avoid conflicts of Interest and wherever a conflict of Interest arises in a matter to be discussed at a meeting of the Trustees or a committee, a conflicted Trustee must comply with the procedure set out in the articles.

## ***Policies on reserves***

The Trustees' policy is that the Charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

The Trustees carefully considered the financial obligations of the company and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the Charities aims. These are reviewed on an annual basis.

The lower level of reserve has been agreed by the Board to be set at £28,000 representing six months overhead costs of the charity.

The target level is set at £50,000 which represents the projected unrestricted funds that the Charity requires to ensure future sustainability, and most particularly to support the work that is needed to allow the building to become more accessible to the public.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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## INDEPENDENT EXAMINERS REPORT TO THE MEMBERS AND TRUSTEES ON THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2023

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2023 which are set out on pages 13 to 20.

### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

Signed:

*M E Daly*  
9<sup>TH</sup> SEPTEMBER 2024

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

## Statement of Financial Activities

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(3)	9,272	8,340	17,612	33,387
Long Term rental income		31,747		31,747	30,084
Short term hire and events income		21,627		21,627	17,973
Solar Gallery and Websales commission		1,608		1,608	3,805
Other Income		1,234		1,234	1,409
<b>Total income</b>		<u>65,488</u>	<u>8,340</u>	<u>73,828</u>	<u>86,658</u>
<b>Expenditure on:</b>					
Short term hire		-		-	-
Manor House Activities		15,431	4,700	20,131	8,998
Legal Fees		-	-	-	900
Capital Expenditure		4,699	620	5,319	20,220
Staff costs		32,144		32,144	23,272
Marketing and publicity		3,540	-	3,540	4,690
Volunteers		187	-	187	1,345
Overheads		14,385	-	14,385	15,535
Professional Fees		1,897	-	1,897	2,180
		-		-	-
<b>Total expenditure</b>		<u>72,283</u>	<u>5,320</u>	<u>77,603</u>	<u>77,140</u>
<b>Net income / (expenditure)</b>		<u>(6,795)</u>	<u>3,020</u>	<u>(3,775)</u>	<u>9,518</u>
<b>Net movement in funds</b>		<u>(6,795)</u>	<u>3,020</u>	<u>(3,775)</u>	<u>9,518</u>
<b>Fund balances brought forward</b>		<u>81,032</u>	<u>6,603</u>	<u>87,635</u>	<u>78,117</u>
<b>Fund balances carried forward</b>		<u>74,237</u>	<u>9,623</u>	<u>83,860</u>	<u>87,635</u>

All incoming resources and resources expended derive from continuing activities.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

## Balance Sheet

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	17,518	-	17,518	5,317
Stock	1,331	-	1,331	1,898
Cash at bank and in hand	61,063	9,623	70,686	84,769
<b>Total current assets</b>	<u>79,913</u>	<u>9,623</u>	<u>89,536</u>	<u>91,984</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	5,676	-	5,676	4,349
<b>Total current liabilities</b>	<u>5,676</u>	<u>-</u>	<u>5,676</u>	<u>4,349</u>
<b>Net current assets / (liabilities)</b>	<u>74,237</u>	<u>9,623</u>	<u>83,860</u>	<u>87,635</u>
<b>Total assets less current liabilities</b>	<u>74,237</u>	<u>9,623</u>	<u>83,860</u>	<u>87,635</u>
<b>Creditors: amounts falling due after one year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>	<u>74,237</u>	<u>9,623</u>	<u>83,860</u>	<u>87,635</u>
<b>Funds</b>				
Unrestricted funds	74,237	-	74,237	81,032
Restricted funds	-	9,623	9,623	6,603
Endowment funds				
<b>Total funds</b>	<u>74,237</u>	<u>9,623</u>	<u>83,860</u>	<u>87,635</u>

For the year ending 31 December 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

Approved by the Board of Trustees



Sarah Thomas 10<sup>th</sup> September 2024

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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## Notes to the Accounts

### 1 Accounting Policies

#### 1a Basis of preparation of the accounts (financial statements)

The accounts been prepared under the historical cost convention with assets and liabilities recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

#### 1b Preparation of accounts on a going concern basis

The trustees are of the view that there are no material uncertainties about the charity's ability to continue as a going concern.

#### 1c Income recognition

All income is accounted for on an accruals basis.

Income received in advance is deferred until the criteria for income recognition are met.

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### 1d Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount

#### 1e Value Added Tax

The Charity is not registered for Value Added Tax.

#### 1d Cashflow

The Charity is exempt from the requirement to prepare a cashflow statement on the grounds of its size.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

## Notes to the Accounts (ctd)

### 2 Manor House

On the 4th April 2018, Bradford Metropolitan Council entered into a 5 year lease with Ilkley Manor House Trust. The lease was at a peppercorn rental and has an option to extend at the end of the term.

The lease covers the Manor House and the cottages in Castle Yard.

The lease was subsequently amended on the 7th January 2019, to a 7 year lease, with the same arrangements  
In the accounts no value has been assigned to the lease.

### 3 Restricted Funds

Grants and donations	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Grants</b>				
BMDC LIT	-	-	-	150
BMDC - Additional restrictions	1,478	-	1,478	2,020
School for Social	-	4,000	4,000	-
Groundwork	-	1,000	1,000	-
BMDC - Coronation Grant	-	100	100	-
Round Table - Childrens resources	-	1,150	1,150	-
Ilkley Town Council	-	1,290	1,290	-
Yorkshire Archeological Society	-	-	-	1,200
Pilgrim Trust	-	-	-	4,200
BMDC Covid Rates Grant	-	-	-	3,907
<b>Donations</b>				
Friends of the Manor House - Verbeia Stone	-	-	-	2,000
Friends of the Manor House - Artefacts (Workhaus)	-	-	-	625
Friends of the Manor House - Garden	-	-	-	807
Friends of the Manor House - Fund Transfer	-	-	-	1,707
J Cockshott - Verbeia Stone	-	-	-	6,560
Rotary - Heritage	-	-	-	1,220
Rotary - Childrens resources	-	-	-	3,500
Peggy Lambert Bench Donation	-	800	800	-
Olicana Historical Society	1,000	-	1,000	-
Other Donations	6,794	-	6,794	5,491
	<u>9,272</u>	<u>8,340</u>	<u>17,612</u>	<u>33,387</u>

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

## 3 Restricted Funds (ctd)

Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Co-op	2,478				2,478
Rotary - Heritage	125		-		125
Rotary - Childrens resources	4,000	-			4,000
Round Table - Childrens resources		1,150	600		550
School for Social	-	4,000	4,000		-
Groundwork	-	1,000			1,000
BMDC - Coronation Grant	-	100	100		-
Ilkley Town Council		1,290	620		670
Peggy Lambert Bench Donation		800			800
	<u>6,603</u>	<u>8,340</u>	<u>5,320</u>	<u>-</u>	<u>9,623</u>

Fund name	Purpose of restriction
Co-op	Fund to create music that was accessible to individuals with additional needs
Rotary - Heritage	Heritage interpretation
Rotary - Childrens resources	Childrens resources
Round Table - Childrens resources	Childrens resources
School for Social	Income generation support grant
Groundwork	Tesco fund for Childrens resources
BMDC - Coronation Grant	Grant to contribute to Coronation celebrations
Ilkley Town Council	Bench and Courtyard
Peggy Lambert Bench Donation	Donations to provide a bench to commemorate Peggy Lambert

## 4 Staff costs

Staff costs and numbers	2023	2022
	£	£
Gross salaries	31,931	19,443
Social security costs	-	-
Employment allowance	-	-
Pensions	213	87
	<u>32,144</u>	<u>19,530</u>
		- 19,530
Contractors	<u>-</u>	<u>3,742</u>
Total Staff costs	<u>32,144</u>	<u>23,272</u>

The average number of employees during the year was 5, being an average of 1.2 full time equivalent (2022 - 4, 0.8).

There were no employees with emoluments above £60,000.

## 5 Trustee Expenses and Related party transactions

No trustee received any expenses during this year or the previous year.

There were no related party transactions during this year or the previous year.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2023

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### ***Ilkley Manor House Trust***

*We are a charity set up in 2017 by a passionate and committed group of local residents who saw the importance of working in partnership to keep the Manor House open as a community asset for all to enjoy.*



*If you would like this information in an alternative format, please call us on 07834 547 959 or you can email us at [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)*

*Ilkley Manor House Trust is a company limited by guarantee, and an independent registered charity, number 1174051. Its board is made up of committed and professional volunteers.*

*Patron: Alan Titchmarsh*

*President: Sir Rodney Brooke*

*Chair: Sarah Thomas*

***[www.ilkleymanorhouse.org](http://www.ilkleymanorhouse.org)***

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**ILKLEY MANOR HOUSE TRUST**

England & Wales - Charity number 1174051

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# Accounts

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**ILKLEY MANOR HOUSE TRUST**  
**UNAUDITED ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2022**

**ILKLEY MANOR HOUSE TRUST**  
**YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

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# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Business Information

### Independent Examiner

John Beevers  
Sagars  
Accountants Ltd

### Business Address

Ilkley Manor House  
Castle Yard  
Church Street  
Ilkley  
West Yorkshire  
LS29 9DT

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Trustee Report

January 2022 – December 2022

### Introduction

2022 started with a degree of uncertainty about how the year would pan out for Ilkley Manor House. Christmas 2021 had been impacted by Covid and it was not certain how visitors and volunteers would feel about returning.

Only a couple of months into the year our fears were allayed with visitor numbers up on those for 2019 which was the last full year the house was open.

Our focus for the year was looking after the structure of the house as well as improving the heritage interpretation and the overall visitor experience. We welcomed Alan Titchmarsh in February 2022 to open the new Verbeia interpretation and to share with him what the Trust had been doing in 2021 and what was planned for 2022.

We built on some of our previous successes and developed some new and exciting partnerships all of which put the Trust in a good position for the next 2 or 3 years. This is of particular significance as we move towards the decision-making point to take on the 99 year lease in 2025 which comes with additional land and responsibilities.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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### Looking after the Manor House

One of our charitable aims is to preserve and maintain the Grade 1 listed Manor House and 2022 saw the delivery of a number of projects that did just that.

Grant funding was obtained from The Pilgrim Trust to remove the paint from the stone mullions on all the windows. The paint that had been applied previously was preventing the stone from breathing properly and so the stone was degrading.



Further restoration work will take place over the coming years to further stabilise and restore the stonework around the windows as well as replacing the Perspex that has been used in place of glass during past repair works.

The large outdoor lantern had been degrading over many years and the project to restore the lantern was taken on by 2 artisan metal workers and engineers Paul and Tom Bromley (Burnt Orchid). With their skill and hard work the lantern was removed, fully restored, and returned to the outside of the house again. An event was held on 27 May to show the public the work involved with the beautiful restoration.



Before and after images of the Manor House Lantern.

Films showing the restoration of the lantern can be viewed on the Manor House YouTube channel

[Lantern Restoration Project](#)

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Building a more sustainable Manor House

### Financial sustainability

The Manor House Trust continues to work towards future financial sustainability. The free reserves at 31<sup>st</sup> December 2022 were £81,032 (2021: £73,522). With the support from Grants and Donations the Trust has been able to make improvements to the infrastructure whilst still generating a surplus for the financial year of £9,517.



Later in 2022 an application was made to the School for Social Entrepreneurs (SSE) for the Manor House to be part of the Heritage Trade up programme for 2023. The programme is to support heritage organisations to maximise their trading opportunities. We learnt we had been successful in December 2022 and the programme will start in February 2023. Projects developed from this programme will be put into practice later in 2023/24.

### Environmental policy

Work continued throughout 2022 to improve the Trust's environmental impact. The Trust is using One Planet Living which has 10 guiding principles of sustainability.

The development of a clear policy and action plan is in first draft and is being led by one of the trustees, Daisy Johnson. This will be a focus of activity for 2023.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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### Improving the Visitor Experience



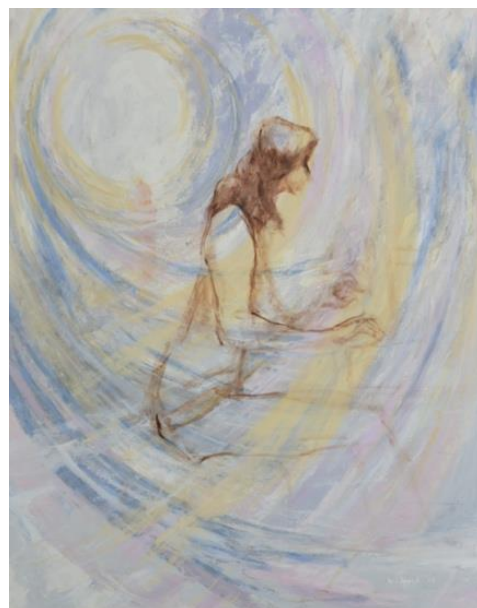
Improving the experience for our visitors was a key element of our work in 2022. During the first 2 months of the year the posts of Visitor Engagement Leads were advertised, and appointments made. Kei Ip and Alex Wild started working for the Manor House in February 2022 and have become vital members of the team.

Alex and Kei both have a heritage background and are keen to make a career in the heritage and cultural sector. Their roles are to make sure the visitors are welcomed to the house, explain about the heritage and what is happening in the house.

### Art

The major art exhibition for 2022 was of Dorothy Bradford's work which opened in July and over 1700 visitors to the exhibition over the 25 days it was open.

Art sales were in the order of £4600 which realised a commission to MH of around £1500. The exhibition was opened by Mary Thomson who had previously run a gallery in Ilkley that had exhibited Dorothy Bradford's work. Her talk to open the exhibition was streamed live from the Manor House and is still available on the Manor House's YouTube channel. [Opening lecture of Mary Bradford exhibition](#)



# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Heritage interpretation

A major development for the Trust in January 2022 was the re-siting of the Verbeia stone from its uninspired position in the cross passage to the more appropriate heritage room.

It was joined by the replica Verbeia stone created in 1644 that was moved from its exposed position in Langbar to be placed next to the original Roman altar stone in the heritage room.

The work was made possible by a generous donation from Alex and John Cockshott as well as other smaller donations. The Trust was delighted that Alan Titchmarsh joined the project team and other supporters to unveil the new installation in February 2022.



Pictures clockwise starting from the left:

The WorkHaus team lift the replica stone at Nesfield

Alex Cockshott, Alan Titchmarsh, John Cockshott and Adam White at the opening event in February 2022.

The WorkHaus team deliver the replica stone safely to the Manor House



With financial support from Ilkley Town Council and research work by trustee Julia Richards, the Trust replaced the 2 interpretation boards at the back of the Manor House to explain about the scheduled monument, the Roman fort, Olicana and Roman life in Ilkley. Ilkley Manor House also took part in the national Heritage Open Day in September.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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As part of the drive to tell the story of the Manor House in a more accessible way work was undertaken throughout 2022 by a team from the University of Bradford's archaeological department to map the Manor House and surrounding areas digitally, including All Saints church.

The Manor House hosted a review meeting to share their findings so far. The meeting explored next steps and how the 3D model could be used. A further discussion is planned for Spring 2023 when it is hoped some of the work can be shared in an exhibition for the public.

With the agreement of Bradford Council, the area of scrubland to the left of the Manor House has been transformed into a Medieval garden by Keith Appleyard and other gardening volunteers. Stone from one of the gable walls of the old TSB bank that is being redeveloped in Ilkley was donated by the developer and this has been used to make the raised beds in the garden. The Trust invited Alan Titchmarsh to the house in the summer of 2023 to open the garden.



This and other developments form part of the interpretation work the trustee, Jenna Holmes and chair will leading in 2023 to tell the story of the house, the land it sits on and the town it sits within.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Building on past successes

The programme of events - Summer in the Courtyard - happened again in 2022 with the Ilkley Literature Festival moving the venue for all their fringe events to the courtyard in 2022.

**SUMMER  
IN THE  
COURTYARD**  
Ilkley Manor House



An exhibition 'Celebrating the Courtyard' was created by a group of local embroiderers was on display in the Manor House during June and now has a semi-permanent home on the stairwell going up to the Solar Art Gallery.



## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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The Trust brought maypole dancing to the courtyard in May with young people learning the basics of maypole dancing with Alex Cockshott and with music supplied by Geoff Bowen. Maypole dancing will be part of the summer programme for 2023 too.

Moornotes Community choir held an outdoor concert on one of the hottest days of the year and a full house on the August bank holiday weekend saw a repeat of Bard in the Yard event put on by Ilkley Playhouse. The Solar Art Gallery artists provided us with 3 fantastic exhibitions throughout the year.



Around 1000 shoppers enjoyed the Christmas Makers Fair which happened over the last weekend of November and first weekend of December.

The Trust also decorated a tree this year in the Ilkley Christmas Tree Festival. The mini manor house decorations were a great success.

### Making the house more family friendly

Making the house as welcoming and accessible as possible has been a major theme for the trust in 2022.

During the year a national organisation, Kids in Museums, whose role is to work with heritage and cultural organisations to make them more welcoming to children, young people and families undertook an audit of the Manor House's offer and provided a plan for improvement.

This work in the Manor House was selected to be one of the good causes that the Tesco Bags of Help scheme promoted in their shops from mid-October to January 2023. We are awaiting the outcome of this promotion as this report goes to print.

Small changes have however already been made to the Manor House to enhance its family friendly offer and a publicity campaign in 2023 will be launched to highlight these changes and to gather ideas for a family friendly mascot for the Manor House.

## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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#### Reaching new audiences

The Trust was fortunate to be awarded a Bradford District Metropolitan Council resilience grant in 2022 to support live streaming of talks and events from the Manor House. This grant allowed the purchase of new equipment and training.

The first live streamed coffee morning took place on Friday 29 April and all coffee mornings during 2022 were live streamed from the house though it was also great that in person audiences returned to the Manor House too. The talk to open the Dorothy Bradford exhibition was live streamed from the exhibition in the Western Gallery in October.



The Manor House co-ordinated a Creative Quarter art event over 14,15,16 October 2022. 17 venues signed up and activities such as Burnt Orchid operating a forge and Art School Ilkley running art classes in the courtyard happened over the weekend.

As well as the Local History Hub several community organisations also exhibited in the downstairs room in the Manor House during 2023 to promote their work and attract new members. The groups included U3A, Wharfedale Greenway.

#### Partnership working and widening the Manor House reach

Seeking to build on and create new partnerships has been a theme during 2022.

The long-standing charity, Friends of the Ilkley Manor House had reached a decision to merge with the Manor House Trust and to stand their own charity down at that point. Friends of the Ilkley Manor House was removed from the register of charities on the 13<sup>th</sup> April 2022 and the remaining funds transferred to the Ilkley Manor House Trust. The Manor House Trust marked the incredible work that the Friends had done over the many years of its existence and particularly when the Manor House was threatened with closure.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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A new Manor House supporters' scheme was created under the auspices of the Manor House Trust and was launched in February 2022 with Alan Titchmarsh becoming the first supporter to join this new scheme.

Over the year discussions took place about the long-term working relationship with Ilkley Arts and a new memorandum of understanding about how this relationship would work is now being developed.

Ilkley Arts and Ilkley Manor House Trust are both involved in working for the cultural benefit of residents of and visitors to Ilkley and its surrounding areas.

We believe that by working together to further the charitable aims of both organisations, we can realise more benefits.

This memorandum of agreement is a formal expression of our commitment to joint working to enhance the work of both organisations.



### **Ilkley Lockdown Quilt**

The Ilkley Lockdown Quilts continued to resonate with other organisations, and some were loaned to Washburn Heritage Centre and St Margaret's as well as to Halifax Minster in late March and the Knitting and Stitching Show in Harrogate. The quilts are now all back in store in the Manor House.

Discussions continue with Dan Goodey at Nell Bank Outdoor Education Centre to explore areas of future joint working in their new independent guise.

## ILKLEY MANOR HOUSE TRUST

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Manor House donated plain fabric left over from making the Lockdown Quilt banners to Ilkley Pride to help them create their organisation's flag.

Ukrainian support group in Ilkley came to the Manor House in May for a mid-week tour.

A shortened version of the house guide was translated into Ukrainian.

Discussions begun in 2022 with the Twinning Committee to explore the idea of Museum Twinning between Ilkley and Coutances with the idea of sharing one exhibition a year between the 2 museums and live streaming from both organisations as part of the coffee morning schedule.

### UK City of Bradford 2025



The Manor House was delighted that the bid for Bradford District to become UK city of culture 2025 was successful. The Manor House has been actively involved in the Bradford 2025 Steering group as well as representing the Ilkley Cultural Cooperative at that forum and plans to play a creative role in the programme of events.

The new senior team for Bradford 2025 is now being appointed and invitations have been made to the new Executive Director to visit the Manor House early in 2023.

### Supporting the next generation of Museum and heritage curators

While the Manor House is a small independent museum and art gallery it has a role to play in supporting the next generation of museum and heritage curators. The new Visitor Engagement Leads, Kei and Alex are both looking to develop careers in the heritage and cultural sector and the Trust is looking to support both in their ambitions.

The Trust has also been working with a student from the Netherlands who is keen to gain work experience in Museums and Galleries. The first area the student worked on is the learning resources for the medieval period which we will use during the Medieval May programme in 2023.

# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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The Trust has hosted several MA placements from University of Leeds since 2018 and the new project plan was agreed at the end of 2022 with the university. The next group of students will begin their placement in early 2023.

We recognise that as a heritage attraction, Ilkley Manor House and the Castle Hill site it sits within can provide the spark for a vast array of learning experiences outside of the classroom in History, Art, Local Studies and Creative Writing. We aim to develop a suite of learning sessions and resources for primary schools to add to our existing Roman offering. Over the last year, Julia Richards, Trustee, has worked collaboratively with Carry Lynott, Heritage Manager and Joy Bray, Education Officer from All Saints Church to create *Dig into Ilkley's Past: Think Like an Archaeologist*. This is a 2.5-hour interactive facilitator led session across both buildings where students explore the evidence pointing to who, why and how the first people lived on this site. Ilkley Manor House received funding from Rotary Ilkley and All Saints Church from their Heritage Lottery Project to create the resources. We plan for interested volunteers to help deliver this and future sessions thereby making it sustainable and not reliant on any one person. We have already delivered a briefing to volunteers and several have signed up for training

**DIG INTO ILKLEY'S PAST**  
with a school visit to  
**CASTLE HILL ILKLEY**

**ILKLEY MANOR HOUSE**

**All Saints Ilkley**

**Think like an Archaeologist**

Bring your students to Castle Hill, Ilkley and release their inner archaeologist. They will enjoy a memorable experience discovering the who, why and how of the first people living here.

Enhance your classroom-based local history studies with hands-on resources to help students discover and examine artefacts and evidence that can tell them about Ilkley's past.

To book your visit, contact Julia Richards at [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)

### Governance

Two deputy chairs have been appointed from existing trustees on the Trust Board – Julia Richards and Roger Tilbrook. They will deputise for the chair on occasions at the board and and represent the trust at events.

Helen Hawney, Volunteer Coordinator left the Trust in September to join Good Neighbours. Helen had been instrumental in setting up the volunteer programme and training the new volunteers and this groundwork helped the Trust achieve the quality kitemark from Bradford Council.



Alex Wild and Kei Ip took over the running of the volunteer coordination and have run a very successful volunteer Christmas event.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Conclusion

As stated at the start of this report the trust started 2022 with a degree of uncertainty about how the year would pan out. As the year unfolded the commitment and enthusiasm for the Manor House from volunteers, supporters and our visitors became apparent, and we ended the year having delivered 3 programmes of activities and events that were attended by over 7,720 people.

Thanks need to go to the trustees who have guided the Manor House through these turbulent times and to the small team of employees who give generously of their time and skills.

Our volunteers also continue to play a vital role in the life of the Manor House and without their input and support Ilkley Manor House would be unable to deliver the current range and depth of programmes.

The increasing partnership working that has developed with All Saints, Bradford 2025, Ilkley BID, Ilkley Playhouse and Ilkley Literature Festival to name but a few are testimony to the enhanced role the Manor House is playing in the culture life of the town.

We hope that this report has given you a snapshot of the work of the Trust during 2022 and we look forward to welcoming our supporters and visitors to the house in 2023.

Signed



Chair of Trustees

Date 30/9/23

## Reference and Administrative Details

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Charity Number: 1174051  
Company Number: 010801113

### Our Advisers

Accountant	Jody Kendall
Independent Examiner	John Beevers
Bank	Barclays
Solicitor	Schofield Sweeney

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Structure, Governance and Management

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### Governing Document

Ilkley Manor House Trust is a company limited by guarantee and an independent registered charity, governed by a Memorandum and Articles of Association dated 2017.

### Appointment of Trustees

There should be between three and twelve Trustees. The Trustees shall become Members by virtue of their appointment as Trustees. If the number of Trustees shall fall below three, the remaining Trustees may act to appoint further Trustees as required. The trustees serving during 2018 and since the year end were as follows:

President	Sir Rodney Brooke	(Chair until 31.07.18)
Trustee & Chair of the Board	Sarah Thomas	(appointed chair 01.08.18, reappointed 1.12.20)
Trustee & Chair of Friends of IMH	John Cockshott	(appointed 06.17, reappointed 1.12.20)
Trustee	Daisy Johnson	(appointed 19.05.18)
Trustee	Roger Tilbrook	(appointed 01.01.19)
Trustee	Jenna Holmes	(appointed 09.05.19)
Trustee	Julia Richards	(appointed 09.05.19)

### Trustee Induction and Training

New trustees undergo an induction process to brief them on the Memorandum and Articles of Association, the Trustee Board and decision-making processes, the Forward Plan 2019-2023, and recent financial performance of the charity.

### Organisation

The board of Trustees administers the charity. The board meets monthly and there are subcommittees covering marketing, operations and programme planning. An Operations Manager has been appointed to manage the day to day operations of the charity.

### Conflicts of Interest

None of our trustees receive financial or other remuneration for their work for the charity. Trustees must avoid Conflicts of Interest and wherever a Conflict of Interest arises in a matter to be discussed at a meeting of the Trustees or a committee, a Conflicted Trustee must comply with the procedure set out in the articles.

### *Policies on reserves*

The Trustees' policy is that the Charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

## **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

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The Trustees carefully considered the financial obligations of the company and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the Charities aims. These are reviewed on an annual basis.

The lower level of reserve has been agreed by the Board to be set at £28,000 representing six months overhead costs of the charity.

The target level is set at £50,000 which represents the projected unrestricted funds that the Charity requires to ensure future sustainability, and most particularly to support the work that is needed to allow the building to become more accessible to the public.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Independent Examiner's Report

### Respective responsibilities of trustees and examiner

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

### Basis of Independent Examiner's Statement

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

### Independent Examiner's Statement

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

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

Signed



John Beevers ACA

Sagars Accountants Ltd

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

## Statement of Financial Activities

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>					
Grants and donations	(3)	11,015	22,372	33,387	33,638
Long Term rental income		30,084		30,084	31,170
Short term hire and events income		17,973		17,973	11,734
Solar Gallery and Websales commission		3,805		3,805	3,436
Other Income		1,409		1,409	-
<b>Total income</b>		<b>64,286</b>	<b>22,372</b>	<b>86,658</b>	<b>79,978</b>
<b>Expenditure on:</b>					
Short term hire		-		-	-
Manor House Activities		6,066	2,932	8,998	14,317
Legal Fees		900	-	900	-
Capital Expenditure		2,788	17,432	20,220	6,773
Staff costs		23,272		23,272	9,134
Marketing and publicity		4,690	-	4,690	6,445
Volunteers		1,345	-	1,345	3,989
Overheads		15,535		15,535	21,299
Professional Fees		2,180		2,180	884
		-		-	-
<b>Total expenditure</b>		<b>56,776</b>	<b>20,364</b>	<b>77,140</b>	<b>62,841</b>
<b>Net income / (expenditure)</b>		<b>7,510</b>	<b>2,008</b>	<b>9,518</b>	<b>17,137</b>
<b>Net movement in funds</b>		<b>7,510</b>	<b>2,008</b>	<b>9,518</b>	<b>17,137</b>
<b>Fund balances brought forward</b>		<b>73,522</b>	<b>4,595</b>	<b>78,117</b>	<b>60,980</b>
<b>Fund balances carried forward</b>		<b>81,032</b>	<b>6,603</b>	<b>87,635</b>	<b>78,117</b>

All incoming resources and resources expended derive from continuing activities.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

## Balance Sheet

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	5,317	-	5,317	460
Stock	1,898	-	1,898	454
Cash at bank and in hand	78,166	6,603	84,769	81,206
<b>Total current assets</b>	<u>85,381</u>	<u>6,603</u>	<u>91,984</u>	<u>82,120</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	4,349	-	4,349	4,003
<b>Total current liabilities</b>	<u>4,349</u>	<u>-</u>	<u>4,349</u>	<u>4,003</u>
<b>Net current assets / (liabilities)</b>	<u>81,032</u>	<u>6,603</u>	<u>87,635</u>	<u>78,117</u>
<b>Total assets less current liabilities</b>	<u>81,032</u>	<u>6,603</u>	<u>87,635</u>	<u>78,117</u>
<b>Creditors: amounts falling due after one year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>	<u>81,032</u>	<u>6,603</u>	<u>87,635</u>	<u>78,117</u>
<b>Funds</b>				
Unrestricted funds	81,032	-	81,032	73,522
Restricted funds	-	6,603	6,603	4,595
Endowment funds				
<b>Total funds</b>	<u>81,032</u>	<u>6,603</u>	<u>87,635</u>	<u>78,117</u>

For the year ending 31 December 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

Approved by the Board of Trustees



Sarah Thomas Date: 30/9/23

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Notes to the Accounts

### 1 Accounting Policies

#### 1a Basis of preparation of the accounts (financial statements)

The accounts been prepared under the historical cost convention with assets and liabilities recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

#### 1b Preparation of accounts on a going concern basis

The trustees are of the view that there are no material uncertainties about the charity's ability to continue as a going concern.

#### 1c Income recognition

All income is accounted for on an accruals basis.

Income received in advance is deferred until the criteria for income recognition are met.

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### 1d Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount

#### 1e Value Added Tax

The Charity is not registered for Value Added Tax.

#### 1d Cashflow

The Charity is exempt from the requirement to prepare a cashflow statement on the grounds of its size.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

## Notes to the Accounts (ctd)

### 2. Manor House

On the 4th April 2018, Bradford Metropolitan Council entered into a 5 year lease with Ilkley Manor House Trust. The lease was at a peppercorn rental and has an option to extend at the end of the term.

The lease covers the Manor House and the cottages in Castle Yard.

The lease was subsequently amended on the 7th January 2019, to a 7 year lease, with the same arrangements

In the accounts no value has been assigned to the lease.

### 3. Restricted Funds

Grants and donations	2022	2022	2022	2021
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Grants</b>				
Ilkley BID	-	-	-	1,500
Bradford Community Chest	-	-	-	448
BMDC LIT	-	150	150	1,500
BMDC Film	-	-	-	100
Arts Council England - Project Grant	-	-	-	5,341
Ronnie Duncan Trust	-	-	-	3,000
BMDC - Additional restrictions	-	2,020	2,020	-
Yorkshire Archeological Society	-	1,200	1,200	-
Pilgrim Trust	-	4,200	4,200	-
BMDC COVID Rates Grant	3,817	90	3,907	19,051
<b>Donations</b>				
Friends of the Manor House - Verbeia Stone		2,000	2,000	-
Friends of the Manor House - Artefacts (Workhaus)		625	625	-
Friends of the Manor House - Garden		807	807	-
Friends of the Manor House - Fund Transfer	1,707		1,707	-
J Cockshott - Verbeia Stone		6,560	6,560	-
Other Verbeia Stone Donations		1,220	1,220	-
Rotary - Heritage	-	-	-	1,500
Rotary - Childrens resources	-	3,500	3,500	500
Other Donations	5,491	-	5,491	699
	<u>11,015</u>	<u>22,372</u>	<u>33,387</u>	<u>33,638</u>

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

## Notes to the Accounts (ctd)

Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Bradford Community Chest	117		117		-
BMDC LIT		150	150		-
BMDC COVID Rates Grant		90	90		-
Co-op	2,478	-	-		2,478
Rotary - Heritage	1,500	-	1,375		125
Rotary - Childrens resources	500	3,500			4,000
BMDC - Additional restrictions		2,020	2,020		-
Yorkshire Archeological Society		1,200	1,200		-
Pilgrim Trust		4,200	4,200		-
Friends of the Manor House - Verbeia Stone		2,000	2,000		
Friends of the Manor House - Artefacts (Workhaus)		625	625		
J Cockshott - Verbeia Stone		6,560	6,560		
Other Verbeia Stone Donations		1,220	1,220		-
Friends of the Manor House (Garden)		807	807		-
	<u>4,595</u>	<u>22,372</u>	<u>20,364</u>	<u>-</u>	<u>6,603</u>

Fund name	Purpose of restriction
Bradford Community Chest	Wall wash lights and cable
Co-op	Fund to create music that was accessible to individuals with additional needs
Rotary - Heritage	Heritage interpretation
Rotary - Childrens resources	Childrens resources
BMDC - Additional restrictions	Restart Grant for IT equipment
Yorkshire Archeological Society	Interpretation for the House related to Verbeia Stone
Pilgrim Trust	Mullion Window repair
Verbeia Stone	Verbeia Stone Project
Friends of the Manor House (Garden)	Restricted funds for use in the Manor House garden

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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## Notes to the Accounts (ctd)

### 4. Staff costs

<b>Staff costs and numbers</b>	2022	2021
	£	£
Gross salaries	19,443	-
Social security costs	-	-
Employment allowance	-	-
Pensions	87	-
	<u>19,530</u>	<u>-</u>
Contractors	<u>3,742</u>	<u>9,134</u>
Total Staff costs	<u>23,272</u>	<u>9,134</u>

The average number employees during the year was 4, being an average of 0.8 full time equivalent (2021 - NIL).

There were no employees with emoluments above £60,000.

### 5. Trustee Expenses and Related party transactions

No trustee received any expenses other than those relating to reimbursement for expense legitimately incurred during this year or the previous year.

There were no related party transactions during this year or the previous year.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2022

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### ***Ilkley Manor House Trust***

*We are a charity set up in 2017 by a passionate and committed group of local residents who saw the importance of working in partnership to keep the Manor House open as a community asset for all to enjoy.*



*If you would like this information in an alternative format, please call us on 07834 547 959 or you can email us at [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)*

*Ilkley Manor House Trust is a company limited by guarantee, and an independent registered charity, number 1174051. Its board is made up of committed and professional volunteers.*

*Patron: Alan Titchmarsh*

*President: Sir Rodney Brooke*

*Chair: Sarah Thomas*

***[www.ilkleymanorhouse.org](http://www.ilkleymanorhouse.org)***

*Please recycle after use.*

**ILKLEY MANOR HOUSE TRUST**

England & Wales - Charity number 1174051

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# Accounts

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**ILKLEY MANOR HOUSE TRUST**  
**UNAUDITED ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2021**

# **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

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# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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## Business Information

### Independent Examiner

John Beevers  
Sagars  
Accountants Ltd

### Business Address

Ilkley Manor House  
Castle Yard  
Church Street  
Ilkley  
West Yorkshire  
LS29 9DT

# **ILKLEY MANOR HOUSE TRUST**

## **YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

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### **Chair's Summary**

2021 was another challenging year for the Trust with the impact of the pandemic continuing to shape the way the Trust was able to deliver its charitable aims. The Manor House was closed for the first 6 months of the year, reopening at the start of July.

Though closed the Trust worked hard throughout the year to still deliver heritage and cultural events and activities either online or using the outside space at the Manor House.

### **Partnerships**

We continued to work closely with our tenants of our three adjacent cottages. We have developed a long-term partnership with all the tenants, and we continue to support them as much as was possible throughout 2021. All our tenants except one, who moved away from the area, have remained with the Trust and this has provided a vital income stream to the organisation.

As well as sustaining these important partnerships we widened our reach to include being part of the Bradford 2025 steering group and contributed to the presentation to the full BDMC council on the new cultural strategy. Later in the year the Manor House helped lead a Bradford 2025 round table discussion with local creatives on ideas for the year of culture bid. The Manor House was also included in the consultation to help shape the future Ilkley Literature Festival offer. The creative partnerships with Ilkley Playhouse, with the 'Bard in the Yard' event proving very popular again.

Locally the creation of the Ilkley Cultural Cooperative, an informal meeting of several of the cultural organisations in Ilkley gave all an opportunity to share experiences of managing during the lockdowns. The Trust also actively worked with Ilkley Business Improvement District (BID) on their website, links to the Manor House site and the creation of the augmented reality trails that are to be launched in April 2022.

The Manor House continued to work closely with All Saints church and a small working group including representatives from All Saints and the Manor House have been working to develop a template resource pack for schools.

Summer in the Courtyard 2021 held over June, July and August developed partnerships with a wider group of musical groups, childrens' entertainers and strengthened the relations with Ilkley Playhouse and the Ilkley Literature Festival and attracted audiences to all the performances.

### **Financial sustainability**

As with all creative organisations the lockdowns impacted significantly on our ability to generate income. We applied for and were successful in obtaining some additional grant funding to support specific activities and events.

# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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Some of our grant getting focus continued to develop the outside offer at the Manor House. Bradford District Metropolitan Council awarded the Manor House 2 grants during 2021. One grant was for the Christmas Advent Calendar and a small grant from the Community Chest for wall wash lighting and some safety equipment for the outside space. Ilkley Business Improvement District also financially supported the creation of the Advent calendar.

The Trust was delighted to be awarded its first ever grant from the Arts Council England for £5k to enhance the courtyard space by bringing power and light to the outside so that more performances could be supported.



As well as Bradford Council our local town council also supported the Manor House via the Community Engagement and Partnership committee with a grant for amongst other items as a new TV and stand to help share information about the house and allow us to provide an opportunity to share exhibitions being held in the upstairs galleries.

As well as applying for grants we also set up our first online shop to promote Manor House and Solar Gallery merchandise as well as Ilkley Arts artists work too. It is still early days for the online shop, but we hope it will become a 'go to' shopping site for our supporters.

The Spring Makers' Fair held in the courtyard over the last weekend in June and the not to be missed Christmas Makers' Fair were both great successes and brought hundreds of visitors to the house and courtyard, supported local makers and artists and made some vital income for the Trust.



# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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Two weddings were held in the house, one in August and the other just after Christmas. Both events were a joy to host and again created vital income for the organisation.

### Highlights of 2021

Despite the lockdowns the Trust still managed to deliver a varied programme of events and activities. The virtual coffee mornings on Zoom proved to be a real success with expanding audiences from across the UK and even a small number of international guests too. Their success encouraged us to put in a resilience bid to Bradford Council to develop a live streaming offer from the Manor House in 2022.

At the start of 2021 the country was still in lockdown and so the programming team continued to explore how the outdoor space could be used to offer the community some interest and entertainment. The opening event of the year was an outdoor exhibition – *Ilkley from the Air*. The exhibition was based on a series of photographs by C.H. Wood and with made possibly courtesy of Bradford Museums and Galleries. The exhibition was a great success, and we are now considering future outdoor exhibitions.



The major exhibition of 2021 was the Ilkley Lockdown Quilt exhibition which started on 24 July and ran to 3 October. The 126 squares created by the community were put together to create 8 banners. As well as the 8 banners the quilt created by the Scrubs sewing group were displayed in the Manor House's western gallery. Many of the sewers commented how important creating the squares had been for them during lockdown.

A film about the experiences of lockdown in Ilkley and the making of the banners - '*Stories behind the Squares*' was funded by a Make:Film grant from Bradford Council in 2020 but due to the lockdown restrictions wasn't completed until 2021. The film was shown in the National Science and Media Museum and at Ilkley Cinema. 420 volunteer hours were used to steward the exhibition and over 800 visitors came to the exhibition.



## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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Visitors left many comments about the exhibition and above is a word cloud created from these comments that we feel captures the overall reaction generated by the exhibition.



In September the Manor House was part of the English Heritage open weekend following the theme of Edible Britain.

The focus for the Manor House was about the foods the Romans gave to Britain.

Another new venture in 2021 was Summer in the Courtyard with a programme of spoken word and music pop up performances in the courtyard.

**SUMMER  
IN THE  
COURTYARD**  
Ilkley Manor House



Ilkley Literary Festival ran their fringe festival from the courtyard as part of the programme and the finale was the Ilkley Playhouse's Bard in the Yard event performing with 3 short Shakespearean



The Solar Gallery, the art gallery in the Manor House had a frustrating year with most of their exhibition time being lost to the pandemic. However, the exhibiting artists came together to install the 'What If' exhibition whose genesis was from Christmas 2019 when the artists were all given small gifts that they used to inspire their piece for 'What If'.

## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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The western gallery hosted the retrospective exhibition for artist, Jack Hellewell's work and the whole house was used for the Dovetailing art installation. Dovetailing was a new venture for the Manor House with a co-produced piece involving film, live music, dance, mobile sculpture and the spoken word. The event was a great success and will inspire the Trust to explore more adventurous installations in 2022.

A team of dedicated volunteers decorated the Manor House for Christmas with traditional decorations and the final highlight of the year was the creation of the Manor House advent calendar.



Following the success of 'Peeping In' which was held in the Manor House at Christmas 2020 the creative team of Louise Hepworth-Wood, Joanne Tinker and Lorraine Dowson created the Manor House advent calendar.

Using the beautiful windows on the façade of the house they created a real-life advent calendar with the inspiration for each window coming from members of the community.

A new window was revealed at 4pm each night from 1 – 24 December and was released online too for those who were not able to get to the house to see each unveiling.

### Friends of the Manor House – a new era

In 2021 the Friends of the Manor House committee decided it could safely pass the baton to the Manor House Trust to continue the work the charity had been undertaking for the last 60 years. On the committee's recommendation, at the AGM in November it was decided to wind up the Friends as a charity.

The Trust is now forming a new group of Ilkley Manor House Supporters which will be launched in March 2022. The popular activities that were set up by the Friends will continue within the overall programme run by the Trust.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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### Maintain and conserving the house and artefacts



Though the loan agreement was signed with Bradford Museums and Galleries Services for the return of the cabinet artefacts in 2020 the lockdown interrupted the progress on their return.

This eventually happened just prior to the Manor House reopening in July 2021.

Just before the end of 2021 the Pilgrim Trust approved an award to the Trust of £4,500 to undertake stabilisation of the stonework and the removal of paint to all the painted window mullions in the Manor House. This work will be undertaken in February 2022 while the house was closed to the public.

Work also began on the plans to move the Verbeia stone from the cross passage and bring the replica stone from its outdoor site on the other side of the valley to be displayed beside the original altar stone. This work will happen early in 2022.

Early work also began, led by one of our volunteers and working with the University of Bradford to undertake archaeological and digital surveys of house and land. It is planned that the outcome of this work will form part of the displays in the house in 2022/23.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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### Our Volunteers



The Trust, through the hard work of our Volunteer Coordinator, achieved the [People Can Volunteering Kitemark](#) which is awarded by Volunteering Bradford to organisations that can show their volunteering programmes provide the best experience possible for volunteers. In addition, it benchmarks the quality of our volunteer management and improves the effectiveness of our work with volunteers and we hope will help us attract more volunteers.

Volunteer Week took place in June, when the House remained closed, however we thanked and celebrated our volunteers' commitment on social media and shared posts on our new volunteer branding, the reasons our volunteers love the Manor House and what they were looking forward to about the House re-opening.

The team undertook a lot of planning to bring volunteers back into the house in July 2021 including updating our procedures, guidelines, and risk assessments, and organising a familiarisation and welcome back event to encourage participation and remind volunteers of their roles and responsibilities, changes to the House, new procedures and also examples of new volunteer branding for their feedback. This event was so popular that we had to run two sessions back-to-back to fit everyone in.

Despite this event's popularity and peoples' enthusiasm to return to volunteering, it was difficult to fill stewarding shifts over the summer months of 2021 due to volunteers either being away, prioritising meeting up with family and friends, or having other commitments, but after this initial tricky period, the autumn and winter shifts proceeded to fill up more easily.

By December Omicron was with us, so our plans for a volunteer thank you event were moved outside to the Courtyard, with festive entertainment provided by a variety of carol singers.

### The Board and Governance

In May the Trust received targeted support from Museum Development Yorkshire to help the board clarify the purpose of the Manor House and its place in the community and this early work was presented to the first in person MDY conference held in June 2021.

# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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The Trust board continued to meet online throughout 2021 though a strategy day was held in person facilitated by Museum Development Yorkshire in ????

As part of the process to make the organisation more sustainable, the board, agreed to appoint new Visitor Engagement Leads to be a consistent presence in the Manor House at weekends. This decision also led the Manor House to become an employer.

### Plans for 2022

The key focus for 2022 will be:

- To work with the community and experts to find ways of telling the stories of the Manor House, the site it sits on and the town.
- To build on the programming themes that are already in place such as Summer in the Courtyard, live streaming offer from the house, the music and live performance programme
- Support the Bradford 2025 bid
- To create a sustained group of creative individuals who will support the delivery of the programme of activities, talks and exhibitions.
- Working with Ilkley BID, Ilkley Town Council and Visit Bradford to build the tourism offer in Ilkley and support the launch of the BID virtual heritage trials.
- Continue to explore ways of developing a sustainable organisation and offer to the community including refreshing the forward plan for the organisation.
- Grow our Supporters' scheme

### Conclusion

The Manor House has weathered another difficult year. The team have learnt a lot about adapting quickly to a changing environment and managed to develop a programme of activities and events that connected with our local community and set us in a good position to rise to the challenges of the next few years.

Signed



Chair of Trustees

Date

26<sup>th</sup> September 2022

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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## Reference and Administrative Details

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Charity Number: *1174051*  
Company Number: *010801113*

### Our Advisers

Accountant Jody Kendall  
Independent Examiner John Beevers  
Bank Barclays  
Solicitor Schofield Sweeney

## Structure, Governance and Management

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### Governing Document

Ilkley Manor House Trust is a company limited by guarantee and an independent registered charity, governed by a Memorandum and Articles of Association dated 2017.

### Appointment of Trustees

There should be between three and twelve Trustees. The Trustees shall become Members by virtue of their appointment as Trustees. If the number of Trustees shall fall below three, the remaining Trustees may act to appoint further Trustees as required. The trustees serving during 2018 and since the year end were as follows:

President	Sir Rodney Brooke	(Chair until 31.07.18)
Trustee & Chair of the Board	Sarah Thomas	(appointed chair 01.08.18, reappointed 1.12.20)
Trustee & Chair of Friends of IMH	John Cockshott	(appointed 06.17, reappointed 1.12.20)
Trustee	Daisy Johnson	(appointed 19.05.18)
Trustee	Roger Tilbrook	(appointed 01.01.19)
Trustee	Jenna Holmes	(appointed 09.05.19)
Trustee	Julia Richards	(appointed 09.05.19)

# **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

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## **Trustee Induction and Training**

New trustees undergo an induction process to brief them on the Memorandum and Articles of Association, the Trustee Board and decision-making processes, the Forward Plan 2019-2023, and recent financial performance of the charity.

## **Organisation**

The board of Trustees administers the charity. The board meets monthly and there are subcommittees covering marketing, operations and programme planning. In 2019 a fundraising subcommittee will be established. An Operations Manager has been appointed to manage the day to day operations of the charity.

## **Conflicts of Interest**

None of our trustees receive financial or other remuneration for their work for the charity. Trustees must avoid Conflicts of Interest and wherever a Conflict of Interest arises in a matter to be discussed at a meeting of the Trustees or a committee, a Conflicted Trustee must comply with the procedure set out in the articles.

## ***Policies on reserves***

The Trustees' policy is that the Charity should have sufficient unrestricted reserves to enable it to meet its financial obligations as and when they fall due without prejudicing the ability of the Charity to raise funding and commit expenditure to its objectives.

The Trustees carefully considered the financial obligations of the company and have determined a reserve policy that is aimed at protecting a minimum reserve whilst managing funds to ensure that they are appropriately used to support the Charities aims. These are reviewed on an annual basis.

The lower level of reserve has been agreed by the Board to be set at £28,000 representing six months overhead costs of the charity.

The target level is set at £50,000 which represents the projected unrestricted funds that the Charity requires to ensure future sustainability, and most particularly to support the work that is needed to allow the building to become more accessible to the public.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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### Independent Examiner's Report

#### Respective responsibilities of trustees and examiner

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

#### Basis of Independent Examiner's Statement

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

#### Independent Examiner's Statement

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

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

Signed



John Beevers ACA  
Sagars Accountants Ltd

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

## Statement of Financial Activities

	Notes	2021	2021	2021	2020
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(3)	19,749	13,889	33,638	105,460
Long Term rental income		31,170		31,170	21,612
Short term hire and events income		11,734		11,734	2,966
Solar Gallery and Websales commission		3,434		3,434	743
Other Income		-		-	23
<b>Total income</b>		<u>66,088</u>	<u>13,889</u>	<u>79,977</u>	<u>130,804</u>
<b>Expenditure on:</b>					
Short term hire		-		-	3,142
Manor House Activities		5,428	8,889	14,317	7,851
Legal Fees		-	-	-	1,074
Capital Expenditure		1,766	5,007	6,773	26,681
General Manager		9,134		9,134	7,070
Marketing and publicity		6,111	334	6,445	5,531
Volunteers		3,989	-	3,989	2,120
Overheads		21,299		21,299	18,172
Professional Fees		884		884	1,763
		-		-	
<b>Total expenditure</b>		<u>48,610</u>	<u>14,230</u>	<u>62,840</u>	<u>73,404</u>
<b>Net income / (expenditure)</b>		<u>17,478</u>	<u>(341)</u>	<u>17,137</u>	<u>57,400</u>
<b>Net movement in funds</b>		<u>17,478</u>	<u>(341)</u>	<u>17,137</u>	<u>57,400</u>
<b>Fund balances brought forward</b>		<u>56,044</u>	<u>4,936</u>	<u>60,980</u>	<u>3,580</u>
<b>Fund balances carried forward</b>		<u>73,522</u>	<u>4,595</u>	<u>78,117</u>	<u>60,980</u>

All incoming resources and resources expended derive from continuing activities.

## Balance Sheet

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	460	-	460	325
Stock	454	-	454	107
Cash at bank and in hand	76,611	4,595	81,206	63,656
<b>Total current assets</b>	<u>77,525</u>	<u>4,595</u>	<u>82,120</u>	<u>64,088</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	4,003	-	4,003	3,108
<b>Total current liabilities</b>	<u>4,003</u>	<u>-</u>	<u>4,003</u>	<u>3,108</u>
<b>Net current assets / (liabilities)</b>	<u>73,522</u>	<u>4,595</u>	<u>78,117</u>	<u>60,980</u>
<b>Total assets less current liabilities</b>	<u>73,522</u>	<u>4,595</u>	<u>78,117</u>	<u>60,980</u>
<b>Creditors: amounts falling due after one year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>	<u>73,522</u>	<u>4,595</u>	<u>78,117</u>	<u>60,980</u>
<b>Funds</b>				
Unrestricted funds	73,522	-	73,522	56,294
Restricted funds	-	4,595	4,595	4,686
Endowment funds				
<b>Total funds</b>	<u>73,522</u>	<u>4,595</u>	<u>78,117</u>	<u>60,980</u>

For the year ending 31 December 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

Approved by the Board of Trustees



Sarah Thomas Date: 26<sup>th</sup> September 2022

## Notes to the Accounts

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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## **1 Accounting Policies**

### **1a Basis of preparation of the accounts (financial statements)**

The accounts been prepared under the historical cost convention with assets and liabilities recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

### **1b Preparation of accounts on a going concern basis**

The trustees are of the view that there are no material uncertainties about the charity's ability to continue as a going concern.

### **1c Income recognition**

All income is accounted for on an accruals basis.

Income received in advance is deferred until the criteria for income recognition are met.

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

### **1d Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount

### **1e Value Added Tax**

The Charity is not registered for Value Added Tax.

### **1d Cashflow**

The Charity is exempt from the requirement to prepare a cashflow statement on the grounds of its size.

### **1c Payroll disclosures**

The Charity does not operate a payroll, positions are held by freelancers.

# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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### 2 Manor House

On the 4th April 2018, Bradford Metropolitan Council entered into a 5 year lease with Ilkley Manor House Trust. The lease was at a peppercorn rental and has an option to extend at the end of the term.

The lease covers the Manor House and the cottages in Castle Yard.

The lease was subsequently amended on the 7th January 2019, to a 7 year lease, with the same arrangements  
In the accounts no value has been assigned to the lease.

### 3 Restricted Funds

Grants and donations	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>Grants</b>				
Ilkley Town Council #1	-	-	-	4,682
Ilkley Town Council #2	-	-	-	1,355
Ilkley BID	-	1,500	1,500	-
Bradford Community Chest	-	448	448	-
BMDC LIT	-	1,500	1,500	1,350
BMDC Film	-	100	100	900
Arts Council England - Project Grant	-	5,341	5,341	-
Ronnie Duncan Trust	-	3,000	3,000	-
Museum Development Yorkshire	-	-	-	945
Co-op	-	-	-	3,773
BMDC COVID Rates Grant	19,051	-	19,051	10,000
<b>Donations</b>				
Chadwick Fund	-	-	-	68,960
Friends of the Manor House	-	-	-	9,000
Rotary - Heritage	-	1,500	1,500	-
Rotary - Childrens resources	-	500	500	-
Other Donations	699	-	699	4,495
	<u>19,749</u>	<u>13,889</u>	<u>33,638</u>	<u>105,460</u>

# ILKLEY MANOR HOUSE TRUST

## YEAR ENDED 31<sup>st</sup> DECEMBER 2021

<b>Restricted funds</b>	<b>Balance b/f</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>Balance c/f</b>
	£	£	£	£	£
Ilkley Town Council #1	532	-	532		-
Ilkley Town Council #2	1,005	-	1,005		-
Ilkley BID	-	1,500	1,500		-
Bradford Community Chest	-	448	331		117
BMDC LIT	110	1,500	1,610		-
BMDC Film	811	100	911		-
Arts Council England - Project Grant		5,341	5,341		-
Ronnie Duncan Trust		3,000	3,000		-
Museum Development Yorkshire	-	-			-
Co-op	2,478	-	-		2,478
Rotary - Heritage		1,500			1,500
Rotary - Childrens resources		500			500
	<u>4,936</u>	<u>13,889</u>	<u>14,230</u>	<u>-</u>	<u>4,595</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Ilkley Town Council #1	Improvements to the courtyard and surroundings plus IT equipment
Ilkley Town Council #2	Improvements to the Manor House visual display equipment and funds to support outdoor exhibitions
Ilkley BID	Advent Calendar
Bradford Community Chest	Wall wash lights and cable
BMDC LIT	Grant to undertake a lighting installation in the Manor House over the Christmas period
BMDC Film	Make:Film grant to create a film about the Ilkley Lockdown Quilt
Arts Council England - Project Grant	Courtyard improvements
Ronnie Duncan Trust	Dovetailing exhibition
Museum Development Yorkshire	Monies to support the Inside Out programme of activities during the 1 <sup>st</sup> lockdown
Co-op	Fund to create music that was accessible to individuals with additional needs
Rotary - Heritage	Heritage interpretation
Rotary - Childrens resources	Childrens resources

#### 4 Trustee Expenses and Related party transactions

No trustee received any expenses during this year or the previous year.

There were no related party transactions during this year or the previous year.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2021

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### ***Ilkley Manor House Trust***

*We are a charity set up in 2017 by a passionate and committed group of local residents who saw the importance of working in partnership to keep the Manor House open as a community asset for all to enjoy.*



*If you would like this information in an alternative format, please call us on 07834 547 959 or you can email us at [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)*

*Ilkley Manor House Trust is a company limited by guarantee, and an independent registered charity, number 1174051. Its board is made up of committed and professional volunteers.*

*Patron: Alan Titchmarsh*

*President: Sir Rodney Brooke*

*Chair: Sarah Thomas*

***[www.ilkleymanorhouse.org](http://www.ilkleymanorhouse.org)***

*Please recycle after use.*

**ILKLEY MANOR HOUSE TRUST**

England & Wales - Charity number 1174051

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# Accounts

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**ILKLEY MANOR HOUSE TRUST**  
**UNAUDITED ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

# **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

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# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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## Business Information

### Independent Examiner

John Beevers  
Sagars  
Accountants Ltd

### Business Address

Ilkley Manor House  
Castle Yard  
Church Street  
Ilkley  
West Yorkshire  
LS29 9DT

# **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

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## **Chairs Summary**

2020 has been an extraordinary year for all of us and the Manor House has been affected along with every other arts and cultural organisation. The house closed to the public on 23 March 2020 and with the exception of a few weeks in September and October, is now unlikely to reopen again until later in 2021.

The impact on our ability to deliver our core charitable objects has been significant.

The reduction in the numbers of visitors and events and activities has had a major impact on our bottom line. Nevertheless, by adapting the ways we related to our visitors early in the first lockdown, we have finished the year broadly in financial balance. However the developments we had planned for the year have had to be put on hold until we can recoup surplus funds.

## **Finances**

A key element of our overall strategy is to develop a creative partnership with and retain the tenants of our three adjacent cottages on a long-term basis. We therefore supported them through the worst impact of the initial lockdown period. At the time of writing we are entering a further significant lockdown phase and are considering our response to the latest situation.

## **Highlights of 2020**

Though the global pandemic impacted significantly on our plans for 2020 we still managed to make some progress on improvements to the Manor House. Needing to work in new ways has allowed the team to develop new skills and approaches that will stand us in good stead for the future.

We started the year by revamping the kitchen and toilets. These works were planned to support weddings and events.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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The image to the left and immediately below shows the kitchen before the renovation and the one below centre is the kitchen as it is now.



The Manor House was licenced as a wedding venue at the very start of 2020. No weddings have taken place in the house this year, but we have had a number of enquiries for weddings in 2021 and one confirmed booking. A photo shoot was held in in February to dress the house for a wedding and these images are being used in the Manor House wedding brochure. An additional photo shoot was held in

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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November with a focus on naming ceremonies and same sex weddings to show the variety of ways the Manor House can be used for important family events.

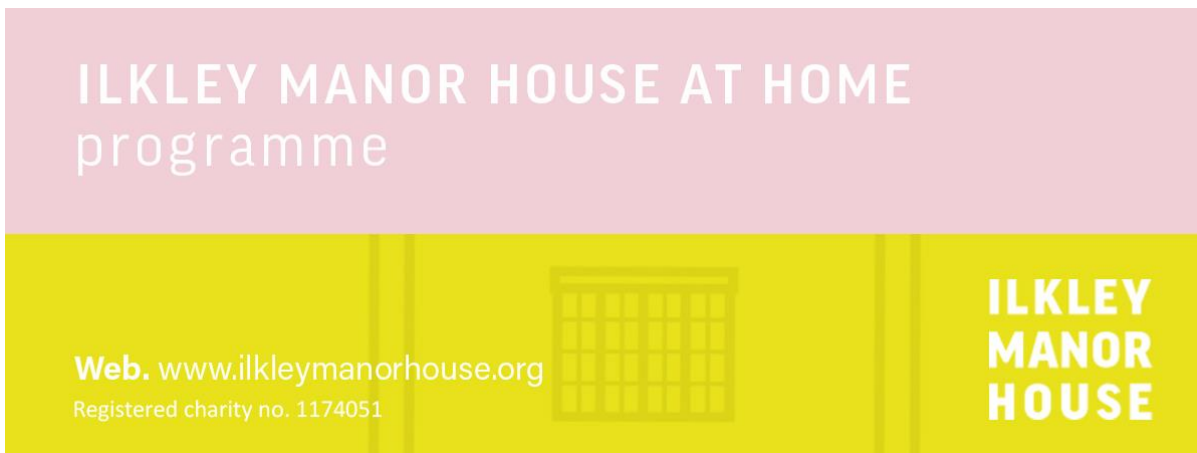


We signed the loan agreement with Bradford Museums and Galleries services for the return of the artefacts from the large cabinet in the heritage room. Unfortunately, the lockdown then interrupted progress on their return. We are hopeful that once the Bradford Museums and Galleries service is fully up and running again, we will be able to move forward quickly to restore the artefacts to the Manor House.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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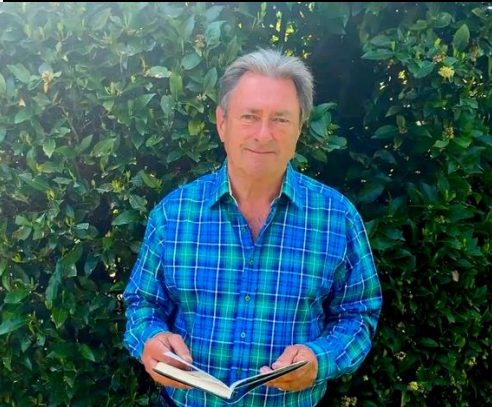
In response to the first lockdown the Trust developed a daily programme called ***Ilkley Manor House at Home*** as a way of providing uplifting and informative content to the local community. Each day of the week had a theme, for example Monday was Memories, Wednesday was Words and Friday was Storytelling. The programme ran for 2 months from late March to May 2020

The 2 online programmes – ***Ilkley Manor House at Home*** and ***Inside Out*** were ‘reached’ by 56,000 on Facebook. With the most popular being storytime, launch of MDNA exhibition in the Manor House, memories of the Manor House and some of the history postings.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

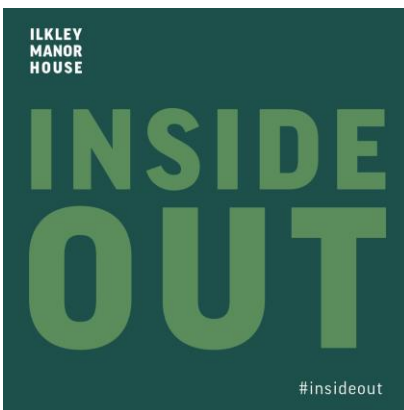
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We had some celebrity readers for the Storytime and Words part of the programme. The Town Mayor, Mark Stidworthy read a favourite children's book and Alan Titchmarsh, the Trust's patron read from his recently published book of prose. Undoubted star of the storytellings however, was the Chairman's husband.

As the Covid-19 restrictions continued the team turned its attention to the outside space with a programme called **Inside Out**.

This programme allowed us to provide some online and outside events for visitors to enjoy. This approach fitted with the national Covid guidance and also recognised the public's preference for outdoor spaces.



### Inside Out

Very early on in the first lockdown we switched our focus to the outdoor space in recognition of the clinical advice and in response to public confidence.

Our approach was to provide uplifting and supportive content for the public from the compact courtyard outdoor space in front of the Manor House. We called this programme **Inside Out**.

We were lucky enough to receive some funding from Museum Development Yorkshire to create some new interpretation boards for the courtyard so that while the house was closed visitors could still enjoy learning about the history of the site and the house. The boards have proved very popular.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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**Inside out** had 3 main themes and these allowed us to provide some creative and imaginative content online, with short films made with Yorkshire Flower Essences to explain about the medicinal qualities of the plants in the courtyard garden as well as access to guided heritage and nature walks that began and finished at the Manor House.

A weekly newsletter was issued with free access to all the resources.

The creation of a QR codes outside the house and in the gardens allowed access to a film about the history of the house narrated by Professor Mike Dixon, a local historian, and information sheets about the various plants in the garden. Use this link for a short film about what the Manor House has done during the lockdown - <https://www.youtube.com/watch?v=dh-V6EWODvg>

### Working with Made with Music and LS29



The Trust was also successful in being selected as one of the Co-operative Community Fund projects for 2020. This was a joint project with LS29, a local special needs support group and Made with Music, who provide accessible live music for families.

The plan was to provide a series of relaxed performances in the Manor House during 2020. Unfortunately, this proved impossible and so the focus moved to providing the music via YouTube and QR codes (see left) situated in the gardens outside the Manor House.

A highlight of the Inside Out summer programme was several outdoor performances of Bard in the Yard, undertaken in partnership with Ilkley Playhouse and performances from the Lempen Puppet Theatre that were specially targeted at children. The image below shows one of the performances in progress. Each performance was well attended with social distancing achieved by the appropriate placement of seating, some of which was provided with financial support from Ilkley Town Council to whom we give our grateful thanks.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

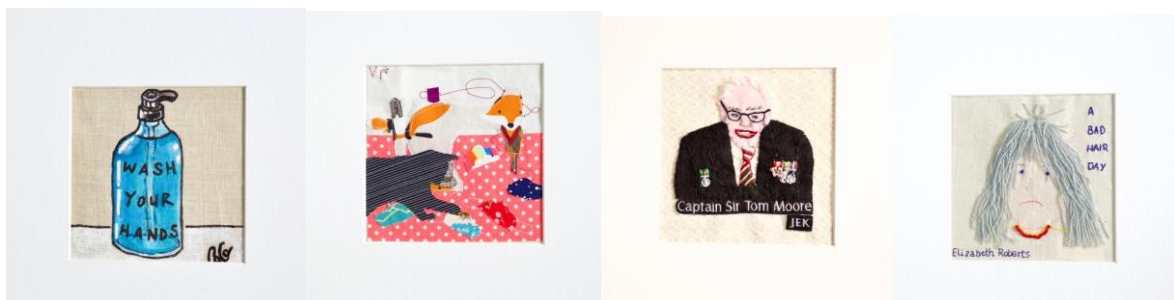
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The sense that the lockdown was part of social history led the Manor House to put out a call to the community in May 2020 to create quilt squares that capture the creators' experience of lockdown.

Some 126 squares were created by over 90 sewers and these will be sewn together into a number of quilt banners that will be exhibited in 2021 as soon as it is possible to open the Manor House fully to the public. The work of the quilters will also be featured in the January 2021 newsletter of the nationally renowned Quilters Guild.

Below are some examples of the squares created for the quilts.



## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2020

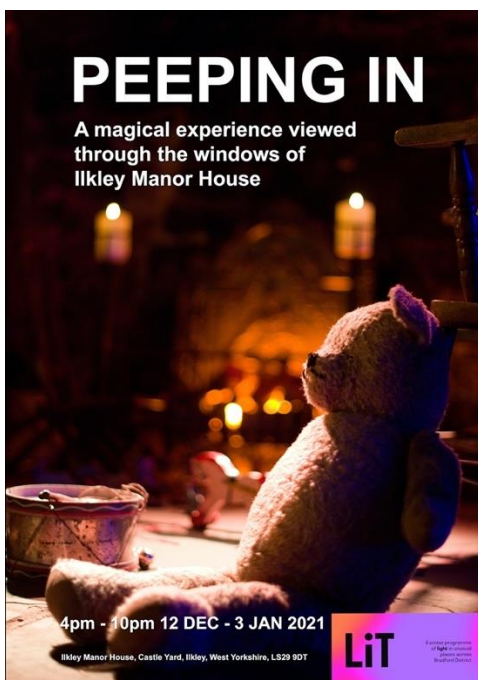
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The Lockdown Quilt project was also selected by Bradford Council to receive one of its Make:Film grants. The film – whose working title is ‘The Stories behind the Squares’ - is in production but has been delayed by the Covid restrictions. The current plan is that it will be completed by the end of March 2021. The film will be shown as part of the Lockdown Quilt exhibition.

Many of the sewers commented how important creating the squares was for them during lockdown. Some were very experienced quilters but some had not ever sewn before.

### LiT Light installation – Peeping In

As the winter months approached Bradford Council announced that they were offering organisations in the district the possibility of applying for a LiT grant to design and install a light show in unusual places. The Manor House was awarded one of these grants for its Peeping In light show.



**Peeping In** was a winter and Christmas themed visual installation designed to be viewed by peeping through the Manor House ground floor windows, revealing two magical scenes. In the main house room was a classic scene from Christmas night. The seats are unoccupied, but the fire is still alight. It's late and everyone has gone to bed. Candles glow and a decorated tree stands to one side. A cold blue light enters the space revealing the silhouettes of some strange and sinister visitors present in the darkness. Who are they? What are they doing here? The lights begin to reveal the visitors are a friendly rag-tag bunch of Santa's helpers delivering presents. Inspired by Tim Burton's *Nightmare Before Christmas* and modelled by local students, the characters will have a quirky familiarity to them.

Moving on to peep through the windows of the heritage room revealed a magical snowscape made of over a thousand paper snowflakes, lit and gently moving to give the impression of falling snow. The majority of these snowflakes were made by members of the community. As we peep through the windows the lighting changes transforming the snowscape from bright and cold to magically glowing. The snowscape could be viewed from 3 sides with one of the windows revealing the Manor House within the Manor House. A scale model of the Manor House itself, lit-up within the snowscape scene.

The Trust estimated that between 2,000 - 2,500 people came to see the installation.

## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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Here are some of the messages about the installation we received via social media

*Beautiful*

*Absolutely heart-warming. A real other worldliness with those floating snowflakes.*

*That looks amazing*

*Absolutely magical.*

*“The only other sound’s the sweep of easy wind and downy flake” from Robert Frost Stopping by Woods on a Snowy Evening. What a really lovely way to keep our Manor House alive over winter. Thank you.*

*It’s such a brilliant simple concept INSPIRED by pandemic. I just love it and it makes me emotional. Everything makes me emotional.*

Clare Dearnaley, filmmaker made a short film about Peeping In and this can be accessed via this link - [https://www.youtube.com/watch?v=il\\_oBRtFNCM](https://www.youtube.com/watch?v=il_oBRtFNCM)

### **Partnership working**

Even with the restrictions created by the pandemic the Trust has continued to develop creative partnerships with a wide range of organisations. Ilkley Town Council, Tescos, Co-operative Community Fund, Museum Development Yorkshire have all been extremely supportive during 2020 and much of what we have managed to achieve would not have been possible without their input.

The Manor House has worked with many organisations during the year including LS29 and Made with Music as well as Ilkley Arts, Yorkshire Flower Essences, Nell Bank, Ilkley Playhouse and All Saints church. All have added to the reach of the Trust.

A development arising directly from the lockdown restrictions has been the creation of the Ilkley Cultural Cooperative – an informal group of 14 cultural organisations in Ilkley – who have come together to explore areas of possible future joint working. Bradford Council approached the group to run one of a number of short public consultations as part of the development of the new cultural plan for Bradford District - Culture is our Plan. The result of this commission was Creative Ilkley which is being used to help shape the 10-year plan for the district but will also help the work of a number of cultural organisations in Ilkley. The images below are from the Creative Ilkley website and the output that was installed in the Manor House in October 2020.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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## Our Volunteers

In early February 2020 we held a recruitment drive to attract new volunteers, with 6 people attending our 'Find out more' event and all agreeing to join the volunteer team. Of course, their induction and training has been interrupted significantly by the pandemic but we hope to continue this as soon as we can. We will work closely with Volunteer Bradford in 2021 to recruit new volunteers to grow our volunteer base, which currently stands at 53.

We held a one day First Aid at Work training course for volunteers in late February. Delivered by local training company, PACO, this was a success with 10 volunteers signing up to take part. We aim to repeat this course once a year as part of our ongoing training offer.

Keeping in touch with our volunteers since March 2020 has been delivered in a number of ways; sending regular newsletters and making contact by phone every few months to keep them up to date with developments and to provide the opportunity to have a chat, engaging with potential new volunteers over zoom, and offering opportunities to be creative, be that quilting or making snowflakes for the Peeping In installation. Volunteers have also been maintaining the garden and assisting with the review of some of our policies, procedures and role descriptions.

Since March 2020 we have been approached by a number of people interested in volunteering once the House reopens. This is encouraging and we will engage them in an induction and training programme as soon as the House reopens. In the meantime, we have made sure that they receive our volunteer newsletter so they can keep up with developments, and we have also held a zoom call, introducing ourselves and some of our existing volunteers.

In 2021 we hope to re-engage as many of our volunteers who are happy to return to the House as possible, by ensuring the House remains 'Covid-secure', providing a Welcome Back information pack and refresher training to boost volunteers' confidence. To support this, we will use an online noticeboard so that volunteers can find all the most current documents they might need about the House in one place.

We are in the process of applying for the [People Can Volunteering Kitemark](#) which is awarded to organisations by Volunteering Bradford that can show their volunteering programmes provide the best experience possible for volunteers. In addition, it benchmarks the quality of our volunteer management, proves and improves the effectiveness of our work with volunteers and should also help us attract more volunteers.

## ILKLEY MANOR HOUSE TRUST

### YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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We are also planning to become a Dementia Friendly organisation, encouraging all our volunteers to take part in Dementia Friendly Ilkley's online training course before we re-open to the public.

As part of re-energising our volunteer offer, we plan to develop a volunteer brand to use in our e-newsletter, as well as trialling new lanyards, badges and gilets. This will help to provide a fresh start for volunteers on their return, as well as a fresh image for the public, and will complement the wider refreshed Manor House branding that took place earlier in 2020.

We hope that 2021 will be about returning to some degree of normality, and our focus will be on giving all our volunteers, existing and new, the support and the confidence to volunteer at the Manor House once we re-open.

#### The Board

The Trust board switched to meeting online over Zoom very early on in the pandemic and have continued to meet virtually for the rest of 2020.



We decided not to hold a public Annual General Meeting this year as the issues of managing a reasonable number of people on a single Zoom call make interaction difficult. We will hold a public meeting as soon as we can in 2021. We did however hold a formal annual general meeting on 1 December to cover off the specific governance requirements we are required of the Trust. One formal issue was the reappointment of 2 of the Trustees (John Cockshott and Sarah Thomas) whose 3-year terms of office and come to an end. Both were happy to stand again as trustees and the Board unanimously voted them to be trustees again for a further term of office.

## **ILKLEY MANOR HOUSE TRUST**

**YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

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The Trust Board comprises:

Alan Titchmarsh – Patron

Sir Rodney Brooke - President

Sarah Thomas - Chair

John Cockshott – Trustee and Chair Friends of the Manor House

Roger Tilbrook - Trustee

Daisy Johnson - Trustee

Jenna Holmes - Trustee

Julia Richards - Trustee

Co-opted members

Pauline Allon, Ilkley Town Council

Helen Kidman, Ilkley Civic Society

Nick Robinson, Operations Manager, Ilkley Manor House Trust

Jody Kendall, Accountant

### **Plans for 2021**

It is difficult to predict when the Manor House will be able to be reopened to the public. We are currently working on two scenarios. One is that we will be open in May/June 2021 and the second that the house will not be able to reopen until September 2021. We are keeping a close watch on Government advice and as soon as it is safe to open, we will do so.

The plans for the Lockdown Quilt exhibition are also on hold. The Trust is keen that as many people as possible can come and see the lockdown quilt banners that are being created by the over 90 members of the community plus to see some of the other wonderful work that happened in Ilkley during the lockdown so the plan will be to have this exhibition soon after lockdown restrictions are lifted.

The popular Friends of the Manor House coffee mornings have been on hold during 2020 and at the start of 2021 the plan is to start delivering these online. We appreciate this is not the same as the social interaction that the coffee mornings provided in the Manor House, but this is the best that is possible at present. As soon as it is safe to reconvene the coffee mornings in the house we will do so. The same is true of the monthly music concerts. We are tentatively planning to restart these in September 2021.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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### Conclusion

2020 has been a year of adaption and learning new skills. The Trust has worked hard to react to the changing environment that the pandemic created but still hold to its charitable aims of 'promotion of The Manor House ..... for the public benefit and in particular for the benefit of all the inhabitants of Ilkley and its neighbourhood and visitors by ..... the advance(ment) of education in heritage, culture and all aspects of the arts ....and the provision of facilities in the interests of social welfare for recreation and other leisure-time occupation.' We will continue to explore new and interesting ways of delivering these objectives whatever the coming year holds.

Chair  
Ilkley Manor House Trust  
28<sup>th</sup> September 2021



### Reference and Administrative Details

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Charity Number: 1174051  
Company Number: 010801113

### Our Advisers

Accountant	Jody Kendall
Independent Examiner	John Beevers, partner at Sagars
Bank	Barclays
Solicitor	Schofield Sweeney

### Structure, Governance and Management

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#### Governing Document

Ilkley Manor House Trust is a company limited by guarantee and an independent registered charity, governed by a Memorandum and Articles of Association dated 2017.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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## Appointment of Trustees

There should be between three and twelve Trustees. The Trustees shall become Members by virtue of their appointment as Trustees. If the number of Trustees shall fall below three, the remaining Trustees may act to appoint further Trustees as required. The trustees serving during 2018 and since the year end were as follows:

President	Sir Rodney Brooke	(Chair until 31.07.18)
Trustee & Chair of the Board	Sarah Thomas	(appointed chair 01.08.18, reappointed 1.12.20)
Trustee & Chair of Friends of IMH	John Cockshott	(appointed 06.17, reappointed 1.12.20)
Trustee	Daisy Johnson	(appointed 19.05.18)
Trustee	Roger Tilbrook	(appointed 01.01.19)
Trustee	Jenna Holmes	(appointed 09.05.19)
Trustee	Julia Richards	(appointed 09.05.19)

## Trustee Induction and Training

New trustees undergo an induction process to brief them on the Memorandum and Articles of Association, the Trustee Board and decision-making processes, the Forward Plan 2019-2023, and recent financial performance of the charity.

## Organisation

The board of Trustees administers the charity. The board meets monthly and there are subcommittees covering marketing, operations and programme planning. In 2019 a fundraising subcommittee will be established. An Operations Manager has been appointed to manage the day to day operations of the charity.

## Conflicts of Interest

None of our trustees receive financial or other remuneration for their work for the charity. Trustees must avoid Conflicts of Interest and wherever a Conflict of Interest arises in a matter to be discussed at a meeting of the Trustees or a committee, a Conflicted Trustee must comply with the procedure set out in article

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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## Independent Examiner's Report

### Respective responsibilities of trustees and examiner

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

### Basis of Independent Examiner's Statement

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

### Independent Examiner's Statement

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

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

Signed



# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

## Statement of Financial Activities

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>					
Grants and donations	(3)	83,455	22,005	105,460	45,231
Long Term rental income		21,612		21,612	34,432
Short term hire and events income		2,966		2,966	15,280
Solar Gallery and Websales commission		743		743	
Other Income		23		23	-
<b>Total income</b>		<b>108,799</b>	<b>22,005</b>	<b>130,804</b>	<b>94,943</b>
<b>Expenditure on:</b>					
Short term hire		3,142		3,142	5,603
Manor House Activities		238	7,613	7,851	3,646
Legal Fees		1,074	-	1,074	-
Capital Expenditure		17,225	9,456	26,681	42,957
General Manager		7,070		7,070	8,924
Marketing and publicity		5,281	250	5,531	5,504
Volunteers		2,120	-	2,120	3,663
Overheads		18,172		18,172	25,953
Professional Fees		1,763		1,763	1,360
		-			
<b>Total expenditure</b>		<b>56,084</b>	<b>17,319</b>	<b>73,403</b>	<b>97,610</b>
<b>Net income / (expenditure)</b>		<b>52,715</b>	<b>4,686</b>	<b>57,401</b>	<b>(2,667)</b>
<b>Net movement in funds</b>		<b>52,715</b>	<b>4,686</b>	<b>57,401</b>	<b>(2,667)</b>
<b>Fund balances brought forward</b>		<b>3,579</b>	<b>-</b>	<b>3,579</b>	<b>6,246</b>
<b>Fund balances carried forward</b>		<b>56,294</b>	<b>4,686</b>	<b>60,980</b>	<b>3,579</b>

All incoming resources and resources expended derive from continuing activities.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

## Balance Sheet

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	325		325	-
Stock	107		107	-
Cash at bank and in hand	57,881	5,775	63,656	8,562
<b>Total current assets</b>	<b>58,313</b>	<b>5,775</b>	<b>64,088</b>	<b>8,562</b>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	2,019	1,089	3,108	4,983
<b>Total current liabilities</b>	<b>2,019</b>	<b>1,089</b>	<b>3,108</b>	<b>4,983</b>
<b>Net current assets / (liabilities)</b>	<b>56,294</b>	<b>4,686</b>	<b>60,980</b>	<b>3,579</b>
<b>Total assets less current liabilities</b>	<b>56,294</b>	<b>4,686</b>	<b>60,980</b>	<b>3,579</b>
<b>Net assets</b>	<b>56,294</b>	<b>4,686</b>	<b>60,980</b>	<b>3,579</b>
<b>Funds</b>				
Unrestricted funds	56,294	-	56,294	3,579
Restricted funds	-	4,686	4,686	-
Endowment funds				
<b>Total funds</b>	<b>56,294</b>	<b>4,686</b>	<b>60,980</b>	<b>3,579</b>


For the year ending 31 December 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 28.9.21

Signed: 

(Trustee)

Name: SARAH THOMAS

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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## Notes to the Accounts

### 1 Accounting Policies

#### 1a Basis of preparation of the accounts (financial statements)

The accounts been prepared under the historical cost convention with assets and liabilities recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

#### 1b Preparation of accounts on a going concern basis

The trustees are of the view that there are no material uncertainties about the charity's ability to continue as a going concern.

#### 1c Income recognition

All income is accounted for on an accruals basis.

Income received in advance is deferred until the criteria for income recognition are met.

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### 1d Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount

#### 1e Value Added Tax

The Charity is not registered for Value Added Tax.

#### 1d Cashflow

The Charity is exempt from the requirement to prepare a cashflow statement on the grounds of its size.

#### 1c Payroll disclosures

The Charity does not operate a payroll, positions are held by freelancers.

# ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

## Notes to the Accounts (ctd)

### 2 Manor House

On the 4th April 2018, Bradford Metropolitan Council entered into a 5 year lease with Ilkley Manor House Trust. The lease was at a peppercorn rental and has an option to extend at the end of the term.

The lease covers the Manor House and the cottages in Castle Yard.

The lease was subsequently amended on the 7th January 2019, to a 7 year lease, with the same arrangements  
In the accounts no value has been assigned to the lease.

### 3 Restricted Funds

Grants and donations	2020	2020	2020	2019
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Grants</b>				
Ilkley Town Council #1		4,682	4,682	2,246
Ilkley Town Council #2		1,355	1,355	
BMDC LIT		1,350	1,350	
BMDC Film		900	900	
Museum Development Yorkshire		945	945	
Co-op		3,773	3,773	
Local Authority COVID support grant	10,000		10,000	
<b>Donations</b>			-	
R.E. Chadwick Charitable Trust	68,960		68,960	35,000
Friends of the Manor House		9,000	9,000	1,309
Other Donations	4,495		4,495	6,676
	<u>83,455</u>	<u>22,005</u>	<u>105,460</u>	<u>45,231</u>

Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Ilkley Town Council #1	-	4,682	4,150		532
Ilkley Town Council #2	-	1,355	350		1,005
BMDC LIT	-	1,350	1,390		110
BMDC Film	-	900	189		811
Museum Development Yorkshire	-	945	945		-
Co-op	-	3,773	1,295		2,478
Friends of the Manor House	-	9,000	9,000		-
	<u>-</u>	<u>22,005</u>	<u>17,319</u>	<u>-</u>	<u>4,936</u>

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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<b>Fund name</b>	<b>Purpose of restriction</b>
Ilkley Town Council #1	Improvements to the courtyard and surroundings plus IT equipment
Ilkley Town Council #2	Improvements to the Manor House visual display equipment and funds to support outdoor exhibitions
BMDC LIT	Grant to undertake a lighting installation in the Manor House over the Christmas period
BMDC Film	Make:Film grant to create a film about the Ilkley Lockdown Quilt
Museum Development Yorkshire	Monies to support the Inside Out programme of activities during the 1 <sup>st</sup> lockdown
Co-op	Fund to create music that was accessible to individuals with additional needs
Friends of the Manor House	Monies to upgrade the kitchen and women's toilets.

#### **4 Trustee Expenses and Related party transactions**

No trustee received any expenses during this year or the previous year.

There were no related party transactions during this year or the previous year.

## ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31<sup>st</sup> DECEMBER 2020

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### ***Ilkley Manor House Trust***

*We are a charity set up in 2017 by a passionate and committed group of local residents who saw the importance of working in partnership to keep the Manor House open as a community asset for all to enjoy.*



*If you would like this information in an alternative format, please call us on 07834 547 959 or you can email us at [admin@ilkleymanorhouse.org](mailto:admin@ilkleymanorhouse.org)*

*Ilkley Manor House Trust is a company limited by guarantee, and an independent registered charity, number 1174051. Its board is made up of committed and professional volunteers.*

*Patron: Alan Titchmarsh*

*President: Sir Rodney Brooke*

*Chair: Sarah Thomas*

***[www.ilkleymanorhouse.org](http://www.ilkleymanorhouse.org)***

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