

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

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2021

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ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2021

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 31st DECEMBER 2021

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.

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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 item 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.



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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.

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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'.

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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.

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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.

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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 refamiliarisation 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.

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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 trails.
- 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

26th September 2022

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Reference and Administrative Details

Charity Number: 1174051
Company Number: 010801113

Our Advisers

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

Structure, Governance and Management

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)

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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.

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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

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Statement of Financial Activities

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
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
Total income		66,088	13,889	79,977	130,804
Expenditure on:					
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
		-			
Total expenditure		48,610	14,230	62,840	73,404
Net income / (expenditure)		17,478	(341)	17,137	57,400
Net movement in funds		17,478	(341)	17,137	57,400
Fund balances brought forward		56,044	4,936	60,980	3,580
Fund balances carried forward		73,522	4,595	78,117	60,980

All incoming resources and resources expended derive from continuing activities.

Balance Sheet

ILKLEY MANOR HOUSE TRUST

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

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: 26th September 2022

Notes to the Accounts

ILKLEY MANOR HOUSE TRUST

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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.

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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 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Grants				
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
Donations				
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>

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Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
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>

Fund name	Purpose of restriction
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 creat 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 st 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.

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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

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

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