

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

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2023

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ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2023

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 31st DECEMBER 2023

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

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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".*

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Alan Titchmarsh visited the Manor House on Tuesday 16th 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.



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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



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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.

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The first twinning exhibition with **Musée Quesnel-Morinière from Coutances**, happened in the Maor 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**



**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

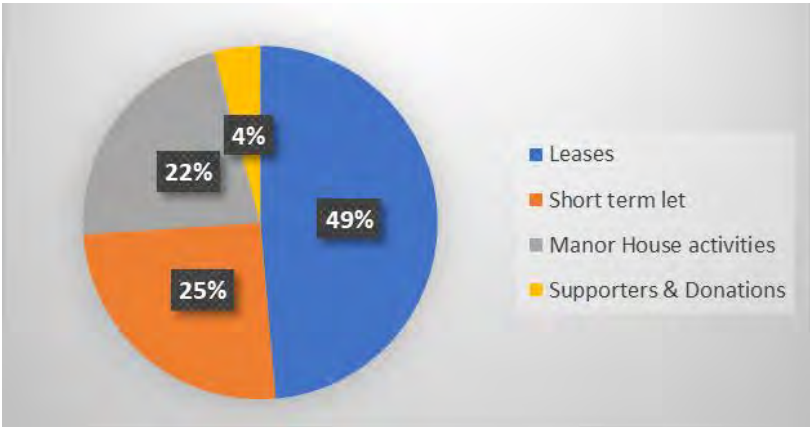
YEAR ENDED 31st DECEMBER 2023

Trustee Report 2023

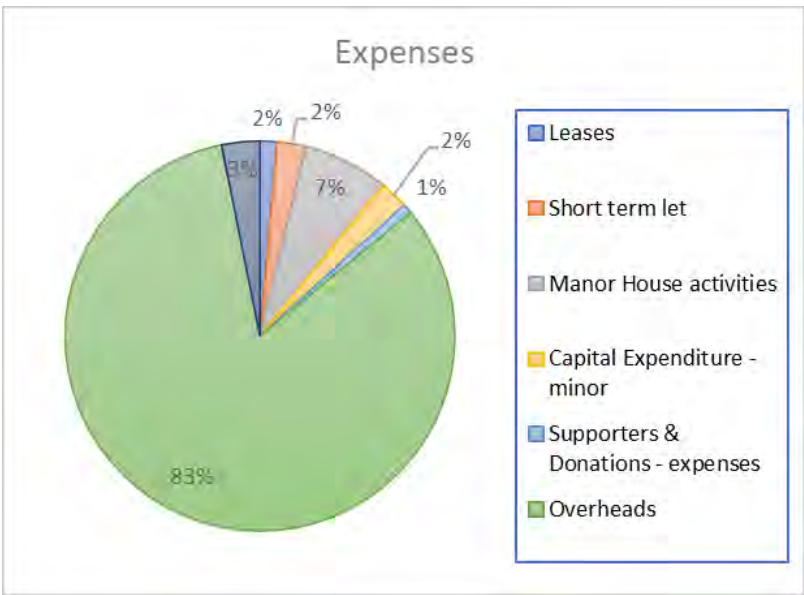
Financial sustainability

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.

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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

Handwritten signature of the Chair of Trustees.

Chair of Trustees 10th September 2024

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2023

Reference and Administrative Details

Charity Number: 1174051
Company Number: 010801113

Our Advisers

Accountant Jody Kendall
Independent Examiner xx
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 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)

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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 31st DECEMBER 2023

INDEPENDENT EXAMINERS REPORT TO THE MEMBERS AND TRUSTEES ON THE ACCOUNTS FOR THE YEAR ENDED 31st 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
9TH SEPTEMBER 2024

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2023

Statement of Financial Activities

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
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
Total income		65,488	8,340	73,828	86,658
Expenditure on:					
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
		-			
Total expenditure		72,283	5,320	77,603	77,140
Net income / (expenditure)		(6,795)	3,020	(3,775)	9,518
Net movement in funds		(6,795)	3,020	(3,775)	9,518
Fund balances brought forward		81,032	6,603	87,635	78,117
Fund balances carried forward		74,237	9,623	83,860	87,635

All incoming resources and resources expended derive from continuing activities.

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2023

Balance Sheet

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
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
Total current assets	79,913	9,623	89,536	91,984
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	5,676	-	5,676	4,349
Total current liabilities	5,676	-	5,676	4,349
Net current assets / (liabilities)	74,237	9,623	83,860	87,635
Total assets less current liabilities	74,237	9,623	83,860	87,635
Creditors: amounts falling due after one year	-	-	-	-
Net assets	74,237	9,623	83,860	87,635
Funds				
Unrestricted funds	74,237	-	74,237	81,032
Restricted funds	-	9,623	9,623	6,603
Endowment funds				
Total funds	74,237	9,623	83,860	87,635

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 10th September 2024

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2023

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

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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

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Grants				
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
Donations				
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 31st 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	-	3,742
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 31st DECEMBER 2023

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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