

ILKLEY MANOR HOUSE TRUST

UNAUDITED ACCOUNTS

FOR THE PERIOD ENDED 31 DECEMBER 2024

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2024

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ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2024

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 31st DECEMBER 2024

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 31st DECEMBER 2024



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.

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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.

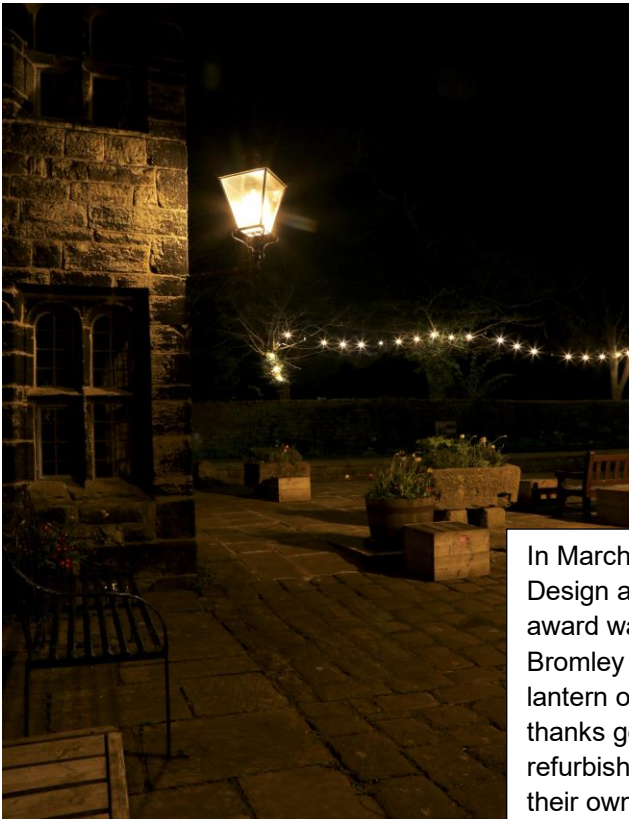
Museum accreditation will allow the Trust to discuss with other museums and galleries about arranging loans to supplement and enhance exhibitions we are holding in the House.

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 Jaquier.

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.





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.

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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.

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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.

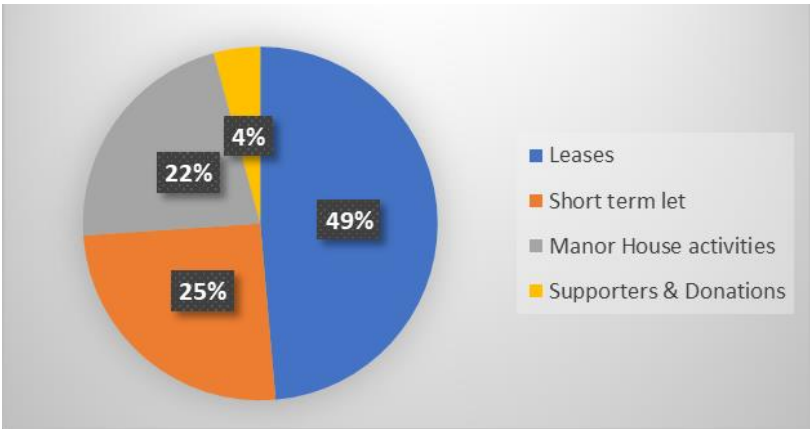
A further meeting was held in October to map all of 2025 events planned in Ilkley.

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.

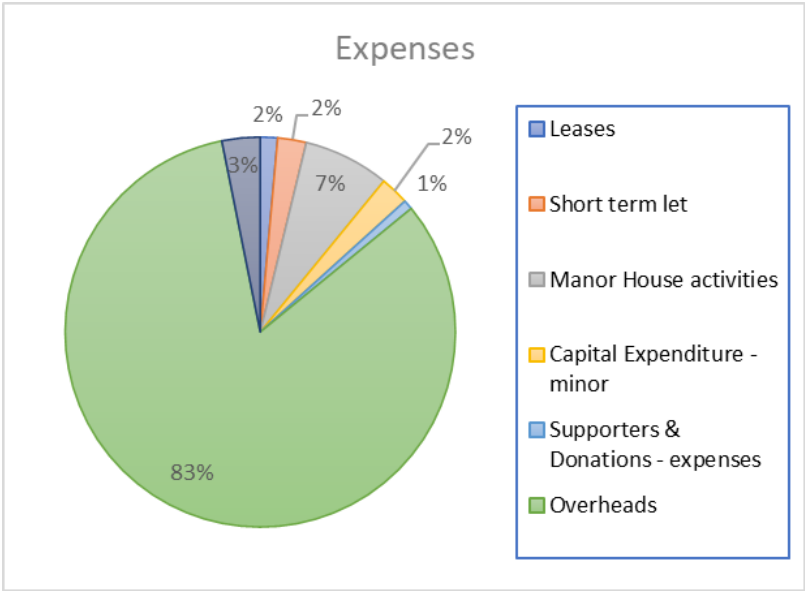
Income comes from the following sources:



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YEAR ENDED 31st DECEMBER 2024

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 Rathil 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

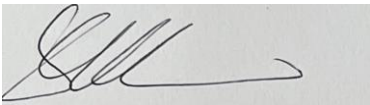
2024 was a tough year financially but the Trust was still able to deliver some new and exciting projects and activities. The long-term financial planning that happened during 2023 will stand the Trust in good stead for the coming 5 years as it moves to take on the long-term lease of the buildings and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

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2024

15th September 2025

Signed



Chair of Trustees

Reference and Administrative Details

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

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)

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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.

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YEAR ENDED 31st DECEMBER 2024

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

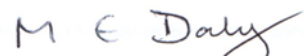
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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



15th September 2025

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2024

Statement of Financial Activities

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
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
Total income		65,651	1,564	67,215	73,828
Expenditure on:					
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
		-			
Total expenditure		68,398	5,825	74,223	77,603
Net income / (expenditure)		(2,747)	(4,261)	(7,008)	(3,775)
Net movement in funds		(2,747)	(4,261)	(7,008)	(3,775)
Fund balances brought forward		74,237	9,623	83,860	87,635
Fund balances carried forward		71,490	5,362	76,852	83,860

All incoming resources and resources expended derive from continuing activities.

ILKLEY MANOR HOUSE TRUST

YEAR ENDED 31st DECEMBER 2024

Balance Sheet

	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Total £
Current assets				
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
Total current assets	81,399	5,362	86,761	89,536
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	9,908	-	9,908	5,676
Total current liabilities	9,908	-	9,908	5,676
Net current assets / (liabilities)	71,490	5,362	76,852	83,860
Total assets less current liabilities	71,490	5,362	76,852	83,860
Creditors: amounts falling due after one year	-	-	-	-
Net assets	71,490	5,362	76,852	83,860
Funds				
Unrestricted funds	71,490	-	71,490	74,237
Restricted funds	-	5,362	5,362	9,623
Endowment funds				
Total funds	71,490	5,362	76,852	83,860

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.

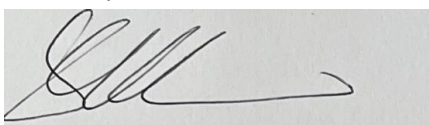
The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with 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 31st DECEMBER 2024

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.

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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 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Grants				
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 31st 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 31st DECEMBER 2024

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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