

**NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Company Registration No. 01265072 (England and Wales)**

**Charity Registration No. 505438**

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mrs H E Lane (Chair) Mr S P Garland Mr S Myers (Vice Chair) Mrs L Northrop Mrs G E Roberts Mrs P H M Simpson Mr R W Greenhalgh	(Appointed 18 September 2020)
<b>Charity number</b>	505438	
<b>Company number</b>	01265072	
<b>Registered office</b>	The Folly Victoria Street Settle North Yorkshire BD24 9EY	
<b>Independent examiner</b>	Champion Accountants LLP Unit 2 Olympic Court Whitehills Business Park Blackpool Lancashire FY4 5GU	

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# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and financial statements for the year ended 31 March 2021.

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

The widespread lockdown in response to the Covid-19 pandemic began on 23 March 2020, just before the start of the reporting period for the 12 months to 31 March 2021. The consequences of the government-mandated closure and other restrictions on the operation of the museum and Coffee House have had a significant effect on the Trust's activities and finances, including placing most of the Trust's staff on furlough with support from the Government's Coronavirus Job Retention Scheme (CJRS) and the closure of The Folly between April and August 2020 and again from November 2020. Closure continued beyond the end of the financial year.

A number of successful applications for grants to mitigate the effects of the pandemic were made. The funds raised enabled the Trust to take advantage of the closure to undertake major repairs to The Folly and to renovate the north garage as a new catering kitchen. Rooms on the first and second floors of the north range were refurbished to provide new office accommodation.

#### **Objectives and activities (Incorporating Achievements and performance)**

The objects of the Trust are, for the benefit of the North Craven community, for visitors to the area, and for the nation at large to:-

- preserve the built heritage in and around North Craven which is of particular beauty or historical, architectural or constructional interest; and
- acquire, preserve, document, interpret and make accessible exhibits, objects and collections relating to the social, agricultural, industrial and built environment of North Craven through the provision of a museum service for the purpose of educating and informing the public.

The Trustees are aware of the guidance on public benefit published by the Charity Commission and have complied with their duty to have due regard to this guidance when exercising any powers or duties to which the guidance is relevant.

Examples of what has been done during the year to carry out charitable purposes for public benefit are outlined below in the "Review of Activities", particularly under the 'Museum' and 'Building Preservation' sections.

#### **BUILDING PRESERVATION ACTIVITIES**

##### **The Folly**

The recommendations contained within the 2016 Folly Condition Survey continue to be implemented in priority order as funds permit.

Structural repairs begun in January 2020 to strengthen the beams and ceiling in the Railway Meeting Room as a result of the additional loading in the museum workroom above were completed by the end of May 2020. The opportunity was taken to increase the fire boarding to the ceiling.

Substantial repairs to roofs A, B and C on the east elevation and to the roof abutting the east side of the tower were undertaken between November 2020 and March 2021. The west elevation was repointed by Woodsbuild Heritage using hot lime mortar, following analysis of a sample by the Scottish Lime Centre. Glazing and hoppers to the front of the building were repaired and rainwater goods replaced or refurbished.

Two new fire doors and loft hatches were installed and the understairs cellar ceiling was treated for woodworm and fireproofed.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Zion Chapel & Hall**

Routine weekly inspection of the buildings continued throughout the year. In September 2020, the Architectural Heritage Fund awarded a grant of £10,000 towards costs of £15,438 for a one year project viability study and a Project Board was convened monthly to oversee a range of survey works and to develop a public consultation exercise.

#### **New Grant-funded Projects Starting in 2020**

##### **a. Heritage Emergency Fund (NLHF)**

An application was submitted to the National Lottery Heritage Fund under the Heritage Emergency Fund scheme and an award was made in August 2020 to cover staff costs, repairs and conservation for the Folly, including repointing and glazing repairs to the west elevation, new building works and equipment and materials, amounting to a total grant of £204,600.

This award enabled the Trust to maintain staffing levels and to undertake much needed repairs to the Folly roofs and rainwater goods, and internal repairs to areas damaged by water ingress

Funding was also provided for installation of new kitchen and office facilities to allow Covid-safe catering and to reduce the risk of fire to the 17th century building.

##### **b. Yor4 Good**

A grant of £10,000 was secured from Yor4Good, a body which supports local regeneration projects in the Yorkshire and Humber region. This award enabled urgent upgrades to Health and Safety, and to fire protection measures at The Folly identified in the 2016 quinquennial condition survey. Building work was completed by November 2020.

##### **c. Architectural Heritage Fund (AHF) project viability grant for Zion Chapel & Hall**

An application for an Architectural Heritage Fund (AHF) project viability grant was submitted to NLHF in June 2020 and an award of £10,000 was received in September 2020 to fund a community consultation exercise to be conducted by the HDO and initial surveys for the Zion Chapel and Hall, in preparation for a Project Viability Report to be submitted by March 2022.

##### **d. Historic England Heritage at Risk grant**

On 10 December 2020, Historic England awarded £30,000 for repairs to roofs on the east elevation, minor repointing, a survey of the dry moat and crown reduction of the holm oak to the rear of The Folly. A further award of £3,000 was received as match funding for this project from the Harold and Alice Bridges Charity. The works started on 14 December 2020 and ended on 30 April 2021.

### **MUSEUM OF NORTH CRAVEN LIFE**

#### **Accreditation**

The ACE Accreditation Panel meeting scheduled for 28 April 2020, at which the museum's reapplication would have been considered, was postponed as a result of the pandemic. Our current status (Full Accreditation) remains in force until further notice.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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### **Continuing Grant Funded Projects**

#### **'The Folly Experience – Phase 1' – Project funded by the National Lottery Heritage Fund**

*Note:* The contract with NLHF for this project was extended from the original end date in June 2020 until the end of December 2020, with funding for the Heritage Development Officer (HDO) post to become full time from May 2020 provided through grants from ACE and NLHF Heritage Emergency Fund.

This project was successfully concluded and the final report submitted to the Heritage Fund in January 2021. With NLHF's agreement, the project aims were adjusted to take account of the pandemic, with efforts concentrated on web site development and online provision of exhibitions. Following the closure of The Folly on 20 March 2020, the HDO and the Chair of Trustees, working from home, collaborated to convert a recently launched physical exhibition, "The Lottery of Life in 19th Century Settle", into an online exhibition and game, launched on 21 April 2020. The museum also launched an online-only exhibition for VE Day on 7 May 2020. This featured artwork by PoW Cyril Harrington, chosen and interpreted by one of our young volunteers from Giggleswick School. Both exhibitions reached over 1000 people on Facebook and 400 people on Twitter within the first two months.

During the 9 months to 31 December 2020, the HDO, Dr Caitlin Greenwood, continued to focus on the following key project activities:

- researching and designing the programme of exhibitions and events delivered during the 2020/21 season, both in-gallery and online
- restructuring the volunteer team
- designing and launching a new website
- designing new publicity and promotional materials
- developing the Supporters' Group.

### **New Projects Starting in 2020**

#### **a. Arts Council Emergency Response Fund**

In May, £35,000 was awarded by ACE to support the existing 1.0FTE Operations Manager post (normally funded from retail income) to administer staff returning from furlough, reinstate retail operations, liaise with suppliers and manage events. Support was also provided for 0.5FTE expansion of the heritage development officer post to develop new resources and partnerships and retrain volunteers, creation of 0.3FTE freelance educator post to extend learning support and resource development, plus freelance web/graphic designer support for 3 months.

These posts enabled the museum to create a revised public programme to be delivered online, improve our social media profile and ensure that the visitor offer was refreshed to attract new audiences, both online and in person. Additional marketing was designed to encourage local tourism and incentivise the return of regular customers to the coffee house and shop, generating income to support the Museum. IT infrastructure funding enabled purchase of new equipment, video conferencing software and cloud storage to enable content-sharing for the Board, staff and volunteers, and underpin online resource development. A web design company, Maraid, was appointed through open competition, and produced a new, accessible web site design with templates for online exhibitions, launched in time for the August reopening. A Learning Coordinator worked with the HDO and Hon. Curator to produce a range of schools resources in print and online, as well as a family trail and a book about The Folly for children.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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### **b. Culture Recovery Fund (Round I)**

In October 2020, Arts Council England allocated £160,000 towards the Museum's core costs, with project funding for development of IT infrastructure, new exhibitions for the 2021 season, support for the Settle Film Town project, business planning and volunteer management, for the period Oct 2020 to March 2021. As the pandemic progressed, we were permitted to repurpose the funding to:

- Recruit a freelance Volunteer Coordinator to improve understanding of volunteering, review of policy and procedure, provide training, improve communication and increase recruitment.
- Recruit a consultant to provide the secondary market research necessary to complete a new Business Plan, reflecting changes to our business model due to the pandemic.
- Undertake further urgent repairs to our Grade I listed building

### **c. Culture Recovery Fund (Round II)**

On 29 March 2021, Arts Council England allocated a further £80,000 towards the Museum's core costs, restocking, cultural activity, primary market research and maintenance.

#### **Exhibitions, Lectures and Events**

The exhibition that opened in February 2019, 'Curiosity: treasures and tales from the museum collection' had its run extended to the end of September 2020. Feedback about this exhibition included 'Brilliant small museum. The Curiosity and Railway exhibitions were well put together and fascinating.'

The exhibition 'Kill or Cure' which opened in September 2019 had its run extended to the end of October 2020. This exhibition proved very topical. Feedback included 'I thought the museum was v. interesting, particularly the medical section.'

An exhibition on Tom Faulkner's photography of the 1953 Coronation celebrations in Settle, co-curated with Settle Stories, ran from 1 October 2020- 4 November 2020. Its run was cut short due to the November 2020 lockdown.

A photographic exhibition of work by Juliet Klottrup, Winner of The British Journal of Photography's Portrait of Britain 2020 ran from October 2020 – 4 November 2020. Again, the exhibition was cut short due to the November lockdown, but a connection was made with Juliet and the HDO hopes to host more of her work in future. She is especially interested in possibly collaboration on the Horner Collection Project.

The HDO began planning for the 2021 exhibition programme during the March-July 2020 lockdown. An exhibition by Craven Arts of work inspired by The Folly, originally planned for the summer of 2020, was postponed. A new partnership with this local artists' collective was developed as part of The Folly Experience project. She also worked with a group of volunteers to plan an exhibition on 20 years since the 2001 Foot and Mouth outbreak.

Following an approach by the Malhamdale Local History Group, the Museum agreed to coordinate a festival to commemorate the life and work of Walter Morrison (1836-1921) of Malham Tarn House to mark the centenary of his death. Planning meetings took place from May 2020 onwards, with the HDO as project manager. The designers, G+ Studio, were commissioned by the Trust and design work on the Walter Morrison Festival began in March 2021. The Festival was undertaken in partnership with the Malhamdale Local History Group, Giggleswick School, Kirkby Malham Church, Kirkby Malham Parish Hall, North Yorkshire County Libraries Service, Malham Chapel and Craven Museum, with funding from a range of local foundations including the Craven Trust and the Coulthurst Trust and support from the Culture Recovery Fund.

The series of five lectures due to take place between April and June 2020, and a week of family activities over the Easter Holidays, were cancelled as a result of the pandemic.

Coronavirus dramatically reduced the number of hours that the Museum was open, from 1520 in 2019 to 480 in 2020 (calendar years). Following the re-opening of The Folly on 4 August 2020 the museum opening hours were reduced from 35 hours per week to 30 in response to a shortage of volunteers.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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### **Digital Offer**

The exhibition 'The Lottery of Life in 19th Century Settle', co-curated with Sarah Lister opened in February 2020 and ran to 23rd March 2020. This exhibition involved an interactive trail around the museum which was very well received by visitors.

The HDO created a digital version of the Lottery of life trail for the Trust's website and she was invited to speak about her experiences in creating and coding the game to a Museum Development Yorkshire forum attended by 25 other museum professionals, raising The Folly's profile with our peers. During the year, the website received over 25,000 page views from around 6,500 unique users.

Our social media following via Facebook and Twitter improved. We had around 2,000 followers combined across Facebook, Instagram and Twitter during the year to 31 March 2021. Total audience reach on Facebook was 44,614, and increase of 226.9% on the previous year.

### **Education**

In 2020, the Trust created new formal and informal learning offers, comprising a family trail around the museum (all ages), as story sack (ages 3-6), schools' resources on six local history themes for KS1-3 (Primary and Secondary pupils) including film and whiteboard resources available online, and a structure for a teacher-led school visit. The packs for classroom and home learning were launched in February 2021 and three local schools have already indicated that they will use them.

### **Policies and procedures**

During the year, the Honorary Curator continued a review of policies and procedures, obtaining Board approval for new and revised versions as required. The following policy and strategy documents were approved by the trustees:

- Volunteer Agreement (revised for Covid-19)
- Environmental Responsibility and Sustainability Policy 2020-2025
- Information Security Policy

### **Visitors**

In the period of re-opening (4 August 2020 – 4 November 2020) we welcomed 1636 visitors to the Museum of North Craven Life, including 202 under 16s, and a further 7779 visitors to the building. Total visitor numbers were 9,415 compared with 42,359 in the year to March 2020, a decrease of 78%. A further 750 people engaged with our online exhibitions during the year, measured by page views.

Access for museum visitors was severely curtailed by the pandemic. Both the Museum and Coffee House were required to close under lockdown requirements on 23 March 2020. When government restrictions were lifted at the end of July, detailed Covid precautions were put in place: all visitors to the building were required to observe social distancing requirements and to wear masks; staff and volunteers were provided with visors, screens were installed on the admissions desk and hand sanitiser was provided on each floor. A one way route through the museum was implemented, and MDY funding enabled a safe, wheelchair accessible path to be constructed at the rear of the building to form an exit route. From 4 August to 4 November, opening hours were to 11:00-16:00 daily except Mondays, and 11:00 to 15:30 on Sundays, a total of 388.5 hours.

### **External contacts**

Regular support was provided by Museums Development Yorkshire; quarterly meetings were held online with Alan Bentley, Museum Development Officer for Craven. A successful application for MDY support was made to cover the cost of building a new exit route as part of the one-way system through the museum. The Warden at Kiplin Hall was contacted for advice on the feasibility of developing remote access via VPN to the museum's Modes Complete catalogue.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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### **Training**

The Honorary Curator attended MDY's *Celebrating Museums* conference online and the North Yorkshire Culture Conversations as part of the DCMS Inquiry into the effects of Covid-19 on the arts. MDY continued to provide free training and support to staff and volunteers on a wide range of topics.

### **Supporters' group**

The North Craven Building Preservation Trust supporters' group had 59 subscribers in 2020-21. The quarterly newsletter, the Folly Monocle, continued to be issued as an e-newsletter, with printed copies available to those supporters who indicated this as a preference. It was not possible to hold any group events during the year and subscription fees were waived.

### **Acquisitions**

Acquisitions during the year included donation of a collection of published contemporary poetry amassed by the late Jean Harrison, a 1902 Settle Coronation commemorative medal, 19th century cobbler's clog lasts and leather uppers from Long Preston, a glass plate photograph of an early 19th century illustration of Settle Market Square, two engraved copper printing blocks with views of Malham and three wooden panels with relief carvings of animals, made by Bill Wild, Malham blacksmith and artist. Gillian Roberts deposited a number of items, including Settle and Gisburn trade tokens and Quaker letters of denial. Barbara Gent, former archivist of Giggleswick School, donated a collection of early 20th century negatives and positive prints of the Settle area. Ken Pearce gifted a set of photographic prints of local interest. A pair of late 19th or early 20th century stoneware flagons made for Shepherd & Walker (Chemists of Settle) was purchased; the cost was covered by a generous donation from Anne Read.

Agreement was reached on the purchase of the Horner Photographic Collection, and a successful application for 50% of the purchase price was made to the V&A Purchase Grant Fund, with the remainder raised through crowdfunding. The pandemic prevented transfer of the collection to the museum before the end of the financial year.

As a result of Covid-19, the Museum closed to the public on 23 March 2020 in accordance with Government instructions. Volunteers and trustees arranged to undertake regular security inspection of the collections.

### **FOLLY AND ZION GARDENS**

The Folly and Zion Chapel gardens benefited significantly from volunteer activities. As work in the gardens was permitted during the lockdown periods, with appropriate precautions, the team of volunteers comprising Dave Freer, Ged and Chris Benn, Sally Gregory, and Mary Overton committed approximately 550 volunteer hours during the year, continuing with gardening maintenance tasks and improvements. Generous donations of plants by volunteers also improved the quality and variety of planting in both gardens

#### *Folly Garden*

The garden is located behind the Folly building and provides a quiet, secluded area for visitors to enjoy and also provides outdoor tables and seating for Coffee House customers.

Work on improving paths and repointing uneven paving was finalised during the year, helped by a generous grant from MDY.

The volunteer team were responsible for pruning trees and bushes, planting annuals and perennials, maintenance and painting of the timber furniture and decking, repairs to pathways and a new planting scheme around the newly installed path, which incorporated limestone chippings provided as a donation by Fairhurst Stone Merchants Ltd.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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### *Zion garden*

The Zion garden, incorporating the Chapel Graveyard, has been carefully tended by the volunteers during the year, including the planting of flower beds, maintenance of a wild flower area, clearance of scrub at the rear of the Hall and cleaning and tidying of the gravestones. Councillor Wendy Hull, occupant of the Old School House next to the Zion Chapel kindly organised routine strimming of the grass lawns at the front of the Zion Chapel. She also allocated a ward grant to enable two teak benches to be purchased and installed outside the Chapel.

### **Volunteers**

The Trust has had up to 45 volunteers on its roster during 2020-2021, although this number has decreased to around 20 in the wake of the Covid-19 pandemic, despite efforts to retain the existing cohort and recruit new volunteers. Approximately 1250 hours of volunteer help were received during the year, including time given by the trustees. A freelance Volunteer Coordinator funded by CRF 1 for six months worked with the Trust to revise its volunteer policy, survey opinions on the volunteer experience, keep volunteers engaged by phone and Zoom call and explore possible partnership opportunities. Visitor welcome refresher training was offered as the museum reopened in August. A Lead Volunteer for Front of House was appointed and a new volunteer manual was developed. In addition, volunteers benefited from a range of training courses provided online by Museums Development Yorkshire.

The Volunteer Operations Team (VOT) meetings were halted throughout the year, although collections team meetings and "Tuesday Tea Break" updates and informal talks were delivered via Zoom.

Collections volunteers had very limited access during the closure periods and only a small number of new acquisitions were catalogued during the year. Responses were provided to a small number of research requests, mainly using digital resources. Volunteers began work on exhibition development for a display on the 20th anniversary of the Foot & Mouth Epidemic.

### **Financial review**

The results for the year show a surplus of £191,730 (2020: £41,980. Total Trust income for the year was £622,999 (2020 : £192,025 as restated) mainly as a result of successful grant applications.

Total funds carried forward to next year are £2,461,025, comprising £2,279,990 of unrestricted funds (including the value of property and fixed assets) and £181,035 of restricted funds. Included within unrestricted funds is a designated fund of £115,000 for Building Development.

### **Reserves policy**

It is the policy of the charity to maintain free reserves i.e. unrestricted funds, excluding tangible fixed assets and designated funds, at a level which equates to approximately six months unrestricted expenditure, plus two months expenditure of its trading subsidiary (minimum £55,000). This should provide sufficient funds to cover unforeseen day to day operational costs, other unexpected costs, any anticipated operating losses and the possible receipt of funding in arrears. These free reserves were used to meet immediate costs of maintaining assets in the first months of the pandemic, when the Trust had no admissions or retail income.

The trustees maintain a designated reserve fund (currently £115,000) for urgent expenditure on building repair and development.

The principal funding sources for the Trust are grants (significantly increased during the year as cultural recovery funding was made available), admission fees (negatively affected by closure), and income generated by NCBPT Trading Ltd, a wholly owned subsidiary of NCBPT Ltd which manages the Folly Coffee House and Museum Shop. Income also comes from rental properties, events, room hire and donations.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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A strategic objective of the Trust is to increase significantly the income derived from the various activities that take place within The Folly, or organised in external venues, such that the Trust becomes fully sustainable.

### **Effects of the Covid-19 pandemic**

To reduce outgoings, all but key staff were furloughed, heating was switched off, and utilities and other contracts were renegotiated on improved terms. The Trust benefitted from a number of sources of emergency funding, which helped it to remain viable despite closure for all but three months during the year to 31 March 2021.

### **Risk management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charitable trust, and are satisfied that systems are in place to mitigate exposure to major risks. A risk register is maintained and reviewed quarterly by the Trustees.

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

The company was incorporated under the Companies Act on 24th June 1976 (Company number: 01265072). The company is a private company limited by guarantee and does not have a share capital. The liability of each member is limited to an amount not exceeding £1.

The company was registered as a charity on 2nd August 1976 under the provisions of the Charities Acts (Charity number : 505438).

With funding support from Museum Development Yorkshire, the company's Memorandum and Articles of Association were reviewed and updated and the amended Articles of Association were adopted by Special Resolution on 17th October 2017.

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

Mr M R Adamson (Resigned 23 September 2020)

Mr G J Cleverly (Resigned 25 October 2021)

Mrs H E Lane (Chair)

Mr S P Garland

Mr N Howard (Treasurer) (Resigned 26 October 2020)

Ms S M Mann (Resigned 26 July 2021)

Mr S Myers (Vice Chair)

Mrs L Northrop

Mrs G E Roberts

Mrs P H M Simpson

Mr R W Greenhalgh (Appointed 18 September 2020)

Under the requirements of the Articles of Association, new trustees are appointed by the Board of Trustees. A third of the Trustees must retire each year in rotation based on length of service. Retiring trustees are eligible for re-election.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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Mr Andrew Marshall has acted in an advisory capacity, working closely with the Chair, Honorary Treasurer and other Trustees since September 2019 on strategic financial issues. He has also worked with the Honorary Treasurer to prepare this year's financial accounts.

Mrs Heather Lane continued to as Honorary Curator, managing Museum activities and supervising the work of the Heritage Development Officer.

Finances were managed by Nigel Howard in his role as Honorary Treasurer until his resignation in October 2020. These responsibilities were taken on by Richard Greenhalgh, the new Honorary Treasurer.

Since his appointment in May 2019, the Trust has employed Gary Chadwick as the full-time Operations Manager responsible for HR, liaison with suppliers and contractors, fire safety and health & safety, as well as managing routine building and maintenance work in the Trust's properties. The Chair of the Trust acts as his line manager. Ms Victoria Murray is the full time Coffee House Manager, responsible for a team of full time and part-time kitchen and serving staff.

The Trust employs a part-time book keeper, Mrs Wendy Newhouse, whose line manager is the Honorary Treasurer.

In June 2018, with a grant from the Heritage Lottery Fund (now known as National Lottery Heritage Fund), the Trust engaged a part-time Heritage Development Officer on a 2 year contract. The Chair of the Trust is the line manager of the Heritage Development Officer. Following an open recruitment process, a new part-time Heritage Development Officer, Dr Caitlin Greenwood, started on 13 January 2020. Following negotiation with NLHF, her contract was extended to the end of 2020. Her remit includes project management, aspects of public programming (including online), marketing, and volunteer development. The trustees agreed to reappoint her to a full time post for one year from 1 January 2021.

The Board of Trustees had 9 members as of 31 March 2021. They come from a variety of backgrounds and have a range of skills and expertise relevant to the work of the Trust. The Board met four times during the year, on 27 April 2020, 27 July 2020, 26 October 2020 and 25 January 2021.

Trustees agreed in January 2020 that an Executive Committee would replace the Operations Committee, with delegated authority from the Board as set out in the Terms of Reference. Marketing is included in the remit of the Executive Committee, which met monthly throughout the year.

Trustees also agreed to establish a Governance Committee with the remit of staff recruitment and remuneration, HR and risk management. Meetings will coincide with quarterly Trustee meetings.

The Building Preservation Sub-committee has continued to meet on an ad hoc basis (but at least once per year) with the remit to review planning applications and consider buildings which may need intervention.

The Project Board established to oversee the building repairs met monthly during the year and more frequently when required.

New Trustees are provided with a "Welcome Pack" which includes the Charity Commission's "The Essential Trustee", governance documents, history of the Trust, most recent annual report and accounts, minutes of recent meetings etc.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **NCBPT TRADING LTD**

NCBPT Trading Ltd, (Company number 10908515), a wholly owned subsidiary of NCBPT Ltd, was established on 9 August 2017 to manage all trading activity undertaken to raise funds for the Trust. Directors of NCBPT Trading Ltd as of 31 March 2021 were: Graham Cleverly, Richard Greenhalgh and Heather Lane, all of whom were, as of 31 March 2021, also Trustees and directors of North Craven Building Preservation Trust Ltd.

NCBPT Trading Ltd had a turnover of £50,773 during the year, a commendable effort as the Coffee house was only permitted to open from 4 August to 4 November 2020. This represents a decrease of 70% on 2019-20, where turnover was £167,102. As a result of closure during the pandemic, there was an inevitable decreased in customer visits to the Folly Coffee House compared with the previous financial year. 7,779 customers visited in 2020-21; in 2019-20 the figure was 33,813. The Government's 'Eat Out' scheme in August helped to attract returning and new customers once restrictions were eased. The Coffee House reduced its number of covers to maintain strict social distancing and took other precautions to keep staff and clientele as safe as possible.

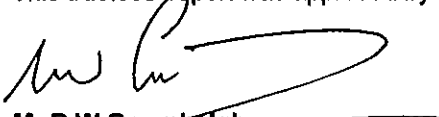
As a result of grant support to cover costs in the pandemic, NCBPT Trading Ltd made a profit in the year of £6,394 compared to a loss in 2019-20 of £1,344. Consequently, the subsidiary has made a donation of £1,000 to North Craven Building Preservation Trust Ltd which can be offset against taxable income.

### **DISPUTE WITH HERITAGE TRUST FOR THE NORTH WEST**

The dispute with Heritage Trust for the North West (HTNW) remains unresolved. Despite our best efforts, no progress has been made in the 12 month period to end of March 2021. A response to a pre-application disclosure letter, sent by our solicitors Foster Walker to the HTNW on 30 March 2020, was received from the HTNW treasurer dated 22 April 2020. It was consistent with earlier negative responses to our requests. Despite our best efforts, no face to face meeting with HTNW to discuss settlement of the outstanding debts took place during the year and further request for information received no response.

A Serious Incident Report was submitted to the Charity Commission in January 2017 detailing concerns about HTNW's management of the Trust's finances and the potential risk to NCBPT funds being held by HTNW.

This trustees' report was approved by the Board of Trustees on 6th December 2021.



**Mr R W Greenhalgh**  
Trustee

Dated: 6 December 2021

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

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I report to the trustees on my examination of the financial statements of North Craven Building Preservation Trust Limited (the charity) for the year ended 31 March 2021.

#### Responsibilities and basis of report

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

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

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

I have completed my examination. I confirm that no 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

*Champion Accountants LLP*

Champion Accountants LLP

Unit 2 Olympic Court  
Whitehills Business Park  
Blackpool  
Lancashire  
FY4 5GU

Dated: *16 December 2021*

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b>Income and endowments from:</b>							
Donations and legacies	4	6,326	8,703	15,029	3,010	-	3,010
Charitable activities	3	62,386	439,200	501,586	-	40,166	40,166
Other trading activities	5	3,559	-	3,559	19,396	-	19,396
Investments	6	19,458	-	19,458	23,728	-	23,728
Other income	7	83,367	-	83,367	105,725	-	105,725
<b>Total Income</b>		<b>175,096</b>	<b>447,903</b>	<b>622,999</b>	<b>151,859</b>	<b>40,166</b>	<b>192,025</b>
<b>Expenditure on:</b>							
Raising funds	8	986	-	986	5,126	-	5,126
Charitable activities	9	103,394	324,612	428,006	241,551	42,738	284,289
Other	14	2,277	-	2,277	5,783	-	5,783
<b>Total resources expended</b>		<b>106,657</b>	<b>324,612</b>	<b>431,269</b>	<b>252,460</b>	<b>42,738</b>	<b>295,198</b>
Net gains/(losses) on investments	13	-	-	-	145,153	-	145,153
<b>Net incoming resources</b>		<b>68,439</b>	<b>123,291</b>	<b>191,730</b>	<b>44,552</b>	<b>(2,572)</b>	<b>41,980</b>
<b>Other recognised gains and losses</b>							
Revaluation of tangible fixed assets		-	-	-	(59,718)	-	(59,718)
<b>Net movement in funds</b>		<b>68,439</b>	<b>123,291</b>	<b>191,730</b>	<b>(15,166)</b>	<b>(2,572)</b>	<b>(17,738)</b>
Fund balances at 1 April 2020		2,211,551	57,744	2,269,295	2,226,717	60,316	2,287,033
<b>Fund balances at 31 March 2021</b>		<b>2,279,990</b>	<b>181,035</b>	<b>2,461,025</b>	<b>2,211,551</b>	<b>57,744</b>	<b>2,269,295</b>

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

All income and expenditure derive from continuing activities.

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

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	16	2,093,470		2,096,265	
Heritage assets	15	58,402		53,402	
Investments	17	1		1	
		2,151,873		2,149,668	
<b>Current assets</b>					
Debtors	18	62,172		29,717	
Cash at bank and in hand		328,026		100,319	
		390,198		130,036	
<b>Creditors: amounts falling due within one year</b>	20	(32,713)		(10,409)	
Net current assets		357,485		119,627	
<b>Total assets less current liabilities</b>		2,509,358		2,269,295	
<b>Creditors: amounts falling due after more than one year</b>	21	(48,333)		-	
<b>Net assets</b>		2,461,025		2,269,295	
<b>Income funds</b>					
Restricted funds	23	181,035		57,744	
<u>Unrestricted funds</u>					
Designated funds	24	115,000		85,000	
General unrestricted funds		2,224,708		2,186,269	
Revaluation reserve		(59,718)		(59,718)	
		2,279,990		2,211,551	
		2,461,025		2,269,295	

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2021**

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 8 December 2021

  
Mr R W Greenhalgh  
Trustee

**Company Registration No. 01265072**

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

North Craven Building Preservation Trust Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Folly, Victoria Street, Settle, North Yorkshire, BD24 9EY.

#### **1.1 Accounting convention**

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

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

The charity has taken advantage of the exemption under section 399 of the Companies Act 2006 not to prepare consolidated accounts, on the basis that the group of which this is the parent qualifies as a small group. The financial statements present information about the company as an individual entity and not about its group.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

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

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

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as incoming resources when they are received, provided conditions for receipt have been complied with, and unless they relate to a specific future period in which case they are deferred.

#### 1.5 Expenditure

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 a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Governance costs include costs attributable to compliance with constitutional and statutory requirements, including professional costs and independent examiner fees.

Support costs include central functions and have been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Nil
Fixtures and fittings	10% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Freehold land and buildings comprise mixed use properties acquired in line with the charitable objectives of preserving and maintaining historic properties. Consequently, no depreciation has been provided on these properties as they are expected to have an infinite useful economic life due to the continuing preservation. Annual impairment reviews are carried out by the Trustees together with independent professional valuations obtained periodically.

#### 1.7 Heritage assets

Heritage assets are held for their contribution to knowledge and culture. The museum collections are not held as investments but for public benefit. If the Trust were to be wound up, the collections would be offered free of charge to another accredited museum. Valuations are ascertained by the directors based on original cost.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.8 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

#### 1.9 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.10 Cash and cash equivalents

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

#### 1.11 Financial instruments

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

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

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

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

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

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

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

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Charitable activities

	2021 £	2020 £
Performance related grants	501,586	40,166
Analysis by fund		
Unrestricted funds	62,386	-
Restricted funds	439,200	40,166
	501,586	40,166

Comparative figures for 2020 have been amended to allow more accurate comparability of income.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	6,326	8,703	15,029	3,010

### 5 Other trading activities

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Trading activity income: events income	3,559	19,396

### 6 Investments

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Rental income	17,315	23,728
Interest receivable	2,143	-
	19,458	23,728

### 7 Other income

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Other income	21,341	105,725
Coronavirus JRS grants	62,026	-
	83,367	105,725

Other income comprises wages and overheads recharged to the subsidiary company. The comparative figures have been restated to show the gross recharge of wages.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 8 Raising funds

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
<u>Fundraising and publicity</u>		
Advertising	-	279
Other fundraising costs	986	4,847
	<u>986</u>	<u>5,126</u>
Fundraising and publicity	986	5,126
	<u>986</u>	<u>5,126</u>

### 9 Charitable activities

	Charitable Expenditure	Charitable Expenditure
	2021	2020
	£	£
Staff costs	132,415	34,280
Depreciation and impairment	518	554
Repairs and renovation	181,017	92,487
Advertising and publicity	6,031	4,406
Volunteer expenses	794	247
Materials for outreach projects	4,820	1,646
Sundry expenses	1,172	149
Unrestricted project expenditure	15,819	-
Legal and professional charges	40,753	-
	<u>383,339</u>	<u>133,769</u>
Share of support costs (see note 10)	40,188	143,977
Share of governance costs (see note 10)	4,479	6,543
	<u>428,006</u>	<u>284,289</u>
<b>Analysis by fund</b>		
Unrestricted funds	103,394	241,551
Restricted funds	324,612	42,738
	<u>428,006</u>	<u>284,289</u>

Expenditure on repairs and renovation for the prior year has been restated to transfer certain amounts from support costs.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 10 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	20,744	-	20,744	104,867	-	104,867
Rates and water	1,011	-	1,011	2,711	-	2,711
Light heat and power	4,195	-	4,195	15,954	-	15,954
Insurance	4,314	-	4,314	4,310	-	4,310
Repairs and renewals	4,822	-	4,822	10,611	-	10,611
Telephone	1,339	-	1,339	929	-	929
Printing, postage and stationery	447	-	447	495	-	495
Sundry expenses	288	-	288	-	-	-
Cleaning and housekeeping	1,343	-	1,343	2,310	-	2,310
Bank charges	87	-	87	73	-	73
Professional charges	1,598	-	1,598	1,717	-	1,717
Independent examiner fees	-	1,650	1,650	-	2,523	2,523
Legal and professional	-	457	457	-	3,236	3,236
Licences and subscriptions	-	1,458	1,458	-	607	607
Staff expenses and training	-	914	914	-	177	177
	<u>40,188</u>	<u>4,479</u>	<u>44,667</u>	<u>143,977</u>	<u>6,543</u>	<u>150,520</u>
Analysed between						
Charitable activities	<u>40,188</u>	<u>4,479</u>	<u>44,667</u>	<u>143,977</u>	<u>6,543</u>	<u>150,520</u>

Certain costs relating to repairs and renewals in the prior year have been restated by transfer to direct charitable expenditure. Staff costs have been grossed up to reflect the recharge to the trading subsidiary.

### 11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 12 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	16	16
	<u>          </u>	<u>          </u>
<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	148,039	135,056
Social security costs	3,169	2,440
Other pension costs	1,951	1,651
	<u>          </u>	<u>          </u>
	153,159	139,147
	<u>          </u>	<u>          </u>

Prior year costs have been restated to gross up the costs recharged to the trading subsidiary.

### 13 Net gains/(losses) on investments

	Total	Unrestricted funds
	2021	2020
	£	£
Gain/(loss) on sale of investment properties	-	145,153
	<u>          </u>	<u>          </u>

### 14 Other

	Unrestricted funds	Unrestricted funds
	2021	2020
Net loss on disposal of tangible fixed assets	-	886
Depreciation	2,277	2,377
Financing costs	-	2,520
	<u>          </u>	<u>          </u>
	2,277	5,783
	<u>          </u>	<u>          </u>

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 15 Heritage assets

Museum  
collections  
£

At 1 April 2020 and at 31 March 2021

58,402

### 16 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 April 2020	2,075,000	40,673	2,115,673
At 31 March 2021	2,075,000	40,673	2,115,673
<b>Depreciation and impairment</b>			
At 1 April 2020	-	19,408	19,408
Depreciation charged in the year	-	2,795	2,795
At 31 March 2021	-	22,203	22,203
<b>Carrying amount</b>			
At 31 March 2021	2,075,000	18,470	2,093,470
At 31 March 2020	2,075,000	21,265	2,096,265

Land and buildings with a carrying amount of £2,075,000 are stated at valuations carried out periodically by independent valuers and an annual impairment review carried out by the Trustees. The Folly has a carrying value of £1,675,000 and is a mixed use property purchased initially for £180,000 in 1997, with the addition of the North Range for £580,000 in 2010. The Zion Chapel and associated properties have a carrying value of £400,000 and were originally donated to the Trust.

### 17 Fixed asset investments

Other  
investments

#### Cost or valuation

At 1 April 2020 & 31 March 2021

1

#### Carrying amount

At 31 March 2021

1

At 31 March 2020

1

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 17 Fixed asset investments (Continued)

	Notes	2021 £	2020 £
Other investments comprise:			
Investments in subsidiaries	27	1	1

### 18 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	43,638	8,984
Amounts owed by subsidiary undertakings	14,965	7,127
Other debtors	645	2,250
Prepayments and accrued income	2,924	11,356
	62,172	29,717

The trade debtor figures include balances due from Heritage Trust North West and its associated company which are currently in dispute. These balances exclude further amounts that NCBPT believe are due. This remains unresolved despite our best efforts, but some limited progress was made in the 12 month period to end of March 2021.

### 19 Loans and overdrafts

	2021 £	2020 £
Bank loans	50,000	-
Payable within one year	1,667	-
Payable after one year	48,333	-
Amounts included above which fall due after five years:		
Payable by instalments	(8,333)	-

The Trust took out a Bounce Back Loan during the year to assist with cash flow during the pandemic.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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

	Notes	2021 £	2020 £
Bank loans	19	1,667	-
Other taxation and social security		12,663	4,345
Trade creditors		11,178	3,701
Other creditors		5,555	-
Accruals and deferred income		1,650	2,363
		<u>32,713</u>	<u>10,409</u>

### 21 Creditors: amounts falling due after more than one year

	Notes	2021 £	2020 £
Bank loans	19	48,333	-
		<u>48,333</u>	<u>-</u>

### 22 Retirement benefit schemes

#### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £1,951 (2020 - £1,651).

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 23 Restricted funds

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

	Balance at 1 April 2019 £	Movement in funds		Balance at 1 April 2020 £	Movement in funds		Transfers	Balance at 31 March 2021 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	£	
Yorkshire Dales Millenium Trust	-	14,897	(14,897)	-	-	-	-	-
Craven District Council	-	590	-	590	-	(590)	-	-
Heritage Assets	53,402	-	-	53,402	-	-	5,000	58,402
Fixtures & Fittings	4,306	-	(554)	3,752	-	(554)	-	3,198
Sundry small funds	2,608	1,633	(4,241)	-	-	-	-	-
National Lottery Heritage Fund	-	23,046	(23,046)	-	27,350	(27,350)	-	-
Homer Photograph Collection	-	-	-	-	8,703	-	(5,000)	3,703
Architectural Heritage Fund	-	-	-	-	10,000	(3,303)	-	6,697
Arts Council Cultural Recovery Fund	-	-	-	-	118,250	(105,857)	-	12,393
Heritage at Risk	-	-	-	-	30,000	(21,108)	-	8,892
Heritage Emergency Fund	-	-	-	-	204,600	(116,850)	-	87,750
Arts Council Emergency grant	-	-	-	-	35,000	(35,000)	-	-
Yor4Good	-	-	-	-	10,000	(10,000)	-	-
Museum Development Yorkshire	-	-	-	-	1,000	(1,000)	-	-
Bridges Charity	-	-	-	-	3,000	(3,000)	-	-
	60,316	40,166	(42,738)	57,744	447,903	(324,612)	-	181,035

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **23 Restricted funds**

**(Continued)**

The purpose of the main grant funds was:-

Horner Photograph Collection - to purchase and digitise the collection.

Architectural Heritage Fund - Zion Chapel project viability study.

Arts Council England - Cultural Recovery Fund (Round 1) - Cultural activity, salaries, overheads, maintenance, reflation of reserves.

Historic England - Heritage at Risk - Repair and conservation work.

Heritage Emergency Fund - Repair and conservation work.

National Lottery Heritage Fund- Heritage Emergency Fund - Repair and conservation, renovation of kitchen and offices, salary and overheads.

Arts Council England - Emergency Response Fund (The Folly : Into the Future) Emergency operational costs & development activities

Yor4Good - Fire and Health & Safety compliance.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 24 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Movement in funds Incoming resources £	Balance at 1 April 2020 £	Transfers £	Balance at 31 March 2021 £
Business Development Fund	85,000	-	85,000	30,000	115,000
	85,000	-	85,000	30,000	115,000

### 25 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	2,090,272	3,198	2,093,470	2,092,513	3,752	2,096,265
Heritage assets	-	58,402	58,402	-	53,402	53,402
Investments	1	-	1	1	-	1
Current assets/ (liabilities)	238,050	119,435	357,485	119,038	590	119,628
Long term liabilities	(48,333)	-	(48,333)	-	-	-
	2,279,990	181,035	2,461,025	2,211,552	57,744	2,269,296

### 26 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

### 27 Subsidiaries

These financial statements are separate charity financial statements for North Craven Building Preservation Trust Limited.

Details of the charity's subsidiaries at 31 March 2021 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held Direct Indirect
NCBPT Trading Limited	England	Operation of trading activities for parent charity	£1 Ordinary	100.00