

**NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**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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Trustees	Mrs H E Lane (Chair)	
	Mr S P Garland	
	Mr S Myers (Vice Chair)	
	Mrs L Northrop	
	Mrs P H M Simpson (Designated trustee emerita)	
	Mr R W Greenhalgh (Treasurer)	
	Mr G P Benn	(Appointed 5 December 2021)
	Ms E R Coulthard	(Appointed 25 October 2021)
	Ms R C Flaxman	(Appointed 25 October 2021)
	Mrs C Rosier	(Appointed 25 October 2021)
Charity number	505438	
Company number	01265072	
Registered office	The Folly Victoria Street Settle North Yorkshire BD24 9EY	
Independent examiner	Champion Accountants LLP Unit 2 Olympic Court Whitehills Business Park Blackpool Lancashire FY4 5GU	

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# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## CONTENTS

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	Page
Trustees' report	1 - 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13 - 14
Notes to the financial statements	15 - 29

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# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

### **FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 impact of the Covid-19 pandemic continued to be felt throughout the reporting period and had a significant effect on the operation of the Museum and Coffee House. The Folly remained closed in accordance with the government mandate from November 2020 to April 2021. A decision to further delay reopening until 24 May 2021 was made to allow time for completion of the new kitchen and renovations to the offices, post-construction cleaning, and installation of new exhibitions.

Support from local government, the Coronavirus Job Retention Scheme and successful applications for grants under the Culture Recovery Scheme enabled the Trust to maintain core staffing (including those on furlough). Even so, one member of staff had to be made redundant due to lack of funds. Grants supported a range of cultural activity, including events conducted online and offsite.

#### **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 build 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. particularly under the 'Museum' and 'Building Preservation' sections.

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

##### **Accreditation**

The ACE Accreditation Panel did not meet during the year and a further year's extension of our current Full Accreditation status was granted. ACE reopened the scheme with an invitation to update our application before 1 April 2022, to include analysis of the impact of the pandemic on the Museum. A submission was made by the Hon. Curator on 24 March 2022 and was preceded by a complete policy review. Mr Martin Wills kindly agreed to continue in his role as the Museum's Accreditation Mentor.

##### **Acquisitions**

Acquisitions during the year included the following donations:

- Records and photographs of street furniture, milestones, etc., in North Craven, collected by Allen Butterfield and donated by his daughter, Mrs Ann Woon
- Material from the Bentham Camera Club given by Tony Marshall
- A substantial collection of items of local interest given by the Roberts family

The Horner Photographic Collection (purchased in March 2021) was transferred to the Museum in May 2021 and a volunteer programme of conservation, digitisation and cataloguing was led by Dr Damian Hughes, with financial support from Arts Council England.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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

Exhibitions designed to stimulate local interest and appeal to tourists were installed in time for the reopening in May 2021: 'Run the Dales' on fell running was curated in collaboration with Victoria Benn and 'A House and its History' was curated in house to extend visitor understanding of The Folly. 'Lives at Stake: Foot and Mouth Disease' was curated by six volunteers, incorporating the voices and memories of local people twenty years on, and attracted over 1,000 visitors to June 2022. From September to December 2021, we provided free gallery space for local photographer John Bentley's first major exhibition 'Going to market'.

The Walter Morrison Festival, celebrating the life of a local 19th century philanthropist, ran from May to December 2021 and included five micro-exhibitions dispersed throughout the district, which were then collected at The Folly and displayed with a selection of objects from the collection and others on loan between 1 October and 14 February 2022. The Festival attracted more than 1,000 visitors. 100 people attended a launch lecture on Zoom. School resources about Morrison and his local impact were circulated to 26 primary schools and 11 high schools within a 30-mile radius. The Walter Morrison lecture series, funded by CRF2 & freely accessible was attended by 324 visitors, online and in person. Lectures are available via our YouTube channel and the Festival was instrumental in the development of a working partnership with North Yorkshire Library Service, Malhamdale Local History Group, Giggleswick School, Craven Museum and the churches and parish halls in Malhamdale. Outputs included published walking and cycling routes, a permanent information panel and a blue plaque dedicated to Morrison in Malham.

The Craven Arts exhibition originally planned for 2020 was further postponed and was rescheduled for summer 2022.

The Museum participated in the Heritage Open Days scheme over the weekend of 10-11 September 2021, with tours of the Folly and displays on historic food and herbal medicine in the 17th century.

Christmas at The Folly offered two free musical events: a concert by a local choir, their first performance in two years, and a selection of 17th century music from Leeds Waits. We ran free Christmas craft activities for children and adults, including decorations for The Folly and pomanders, Christmas cards and ornaments to take home.

Half-term events included a Molly at the Folly day with a costumed interpreter entertaining younger visitors.

A retrospective of work by local artists Celia King opened on 4 March 2022. To mark International Womens' Day on 8 March 2022, Sarah Lister held an exhibition and talk in the Parlour. A practical workshop on the use of lime in historic building was led by Kevin Woods on 19 March 2022 and was fully booked.

### **Digital Offer**

The Hon. Curator and Heritage Development Officer worked with the Maraid Design team to redesign the NCBPT website which went live in April 2021. Volunteers have converted material from four previous physical displays into online exhibitions. During the year, the website received over 24,000 page views from over 10,000 unique users.

Our social media following improved, with help from two remote volunteers, Jessica Hoare and Ashleigh Green, who have also developed a Museum blog. We had 2,400 followers combined across Facebook, Instagram and Twitter during the year to 31 March 2022.

### **Education**

In 2021, we created additional learning resources to accompany the Walter Morrison Festival and made these available for download via the website. Storytelling events aimed at preschool children were also provided.

### **External contacts**

Regular support was provided by Museums Development Yorkshire (MDY); quarterly meetings were held online with Alan Bentley, Museum Development Officer for Craven. Successful applications for MDY support were made to cover the cost of photographic storage media and a 'tap to donate' card processing unit.

The Hon. Curator took part in a series of interviews and an online research seminar organised by Prof. Fiona Candlin of Birkbeck, University of London, as part of a case study on the founding of independent museums. A memorandum of understanding on closer co-operation was reached with the North Craven Heritage Trust.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **Marketing & Public Relations**

Using grant funding, the Heritage Development Officer produced 6 new marketing leaflets during the year, covering the Walter Morrison Festival and trails, Molly at the Folly Easter activities, What's On at The Folly in 2022, Going to Market exhibition, Love your Old Building workshop and Christmas at the Folly. The Museum was advertised in a range of local publications and online and received extensive editorial coverage in local newspapers, parish magazines and on local radio.

### **Policies and procedures**

During the year, the Honorary Curator reviewed the Forward and Strategic Plans, policies and procedures in readiness for the Museum's reaccreditation process, obtaining Board approval for minor updates as required. Staff and Volunteer Manuals were updated and the Administrator began a detailed review of the Operations Manual. As necessitated by the pandemic, further revisions to the following policies were approved by the Board:

- Volunteer Policy
- Equality Policy
- Information Security Policy
- Social Media Policy

### **Training**

Training on a range of topics was provided to staff, trustees and volunteers by IT4Arts, MDY, Heritage Trust Network, and Yorkshire and Humberside Federation of Museums and Galleries (YHFED). Visitor welcome refresher courses and till training were regularly offered by the museum's Lead Front of House volunteer, Caroline Rosier.

### **Visitor services**

Between 24 May 2021, when the Museum reopened after the lifting of lockdown restrictions, and 31 March 2022, we welcomed 5,692 visitors to the Museum of North Craven Life, including 442 under 16s. A further estimated 30,000 visited the building as Coffee House customers and for events organised on the premises by external bodies. A further 10,000 visitors engaged with the website during the year.

Visitor numbers in 2021-22 increased by approximately 250% over the previous year.

As an experiment, the Museum remained open in January and February 2022 to assess levels of demand during the winter months. It was decided that the Museum would reinstate its annual closure in 2023. Following the reopening of The Folly on 24 May 2021, and the decision to close the Coffee House on Sundays, the museum was open (Tuesday to Saturday) for an average of 25 hours per week. Opening hours were to 11:00-16:00 daily except Sunday and Monday and 11:00 to 15:30 on Saturday, and the Museum also held regular private views and evening events during the year.

Access for museum visitors continued to be disrupted by the pandemic. Social distancing and mask-wearing were encouraged; staff and volunteers were provided with visors, screens remained in place on the admissions desk and hand sanitiser was provided on each floor.

### **VOLUNTEERS**

The Trust had 65 volunteers on its roster during 2021-22, of whom 35 were regularly active. Approximately 3,018 hours of volunteer help were received during the year, excluding time given by the trustees. Volunteers benefited from in-house training and mentoring and a range of training courses provided online by Museums Development Yorkshire.

Monthly meetings of the Volunteer Operations Team (VOT) resumed when the museum reopened, and minutes were received by the Board of Trustees. Two visits for volunteers to other local museums were arranged.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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Regular access for collections volunteers was reinstated in May 2021, enabling cataloguing, inventory and object photography to resume. Around a dozen research enquiries were received and three researchers booked visits to consult collection items. Volunteers and staff worked on exhibition development for the Walter Morrison Festival.

### **PROJECTS**

#### **Continuing Grant Funded Projects**

##### **a. Heritage Emergency Fund**

Work enabled by a grant of £204,600 in September 2020 from National Lottery Heritage Fund was completed in June 2021, with an interim report submitted in April. Under the Heritage Emergency Fund scheme, the Trust was able to cover Museum staff costs; purchase a new custom built PC for collections work; hire scaffolding; repair all damaged windows and hoppers; repoint the front elevation with hot lime mortar; repair stone slate roofs, leadwork and rainwater goods; renovate areas within the building damaged by water ingress, including replacement of rotten timbers and repair of damaged plasterwork; form new office accommodation by remodelling rear stairs landing and removing modern stud wall as part of repair to woodwork; renovate the derelict north garage (former brewhouse) to form a new kitchen; replace the failing boiler with a new, more efficient model; partly renovate the old kitchen to make it watertight; redecorate areas affected by the works; put building retention costs into a reserve fund; cover the costs of bat surveys required by listed building consent and cover fees for architectural services.

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

Project funding of £160,000 in October 2020 from Arts Council England provided for development of IT infrastructure, new exhibitions for the 2021 season, business planning and volunteer management, and the period of activity was extended to June 2021 to take account of delays occasioned by the pandemic. Some funding was repurposed in 2021 to enable completion of further urgent repairs to our Grade I listed building and the final payment was received once reporting was completed in August 2021.

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

The final report on work undertaken with an award of £10,000 from the Architectural Heritage Fund (AHF) for a project viability study in September 2020, including results of a community consultation exercise, was postponed following discussion with AHF. It is anticipated that the Viability Study will be submitted in September 2022, depending upon satisfactory resolution of the issues raised by the Charity Commission, detailed in Building Preservation Activities.

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

Urgent roof and drainage repairs undertaken with an Historic England award of £30,000 were completed on 30 April 2021. Final reporting was submitted and approved in June 2021.

#### **New Projects Starting in 2021**

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

The period of the second round Arts Council England CRF grant of £80,000 towards the Museum's core costs was extended to the end of December 2021 and final payment was received in January 2022. This award enabled cultural activity, primary market research and maintenance. We commissioned a freelance practitioner to develop more family-friendly creative activities, based on our Molly the Mouse character devised with previous ACE funding. We also commissioned a preliminary assessment by Blue the Design Company to assist with plans for new displays of the permanent collections.

The museum commissioned designs for marketing templates, enabling us to create flyers and leaflets without incurring costly design time, making our marketing more sustainable. We conducted primary market research to investigate local opinion on the future of the Zion Chapel. A virtual tour allows people to explore the structure safely.

We were notified in February 2022 that, to fulfil their requirements as a grant-giver, ACE was reviewing a sample of grants to ensure that public funds (whether from the treasury or the national lottery) are used for the agreed purpose. Our application (Project number: CRFG-00372229) was randomly selected to provide details of our expenditure related to our grant and supporting documents to evidence those expenditures.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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**b. Culture Recovery Fund (Round III)**

ACE approved a further £80,000 of Culture Recovery Fund Continuity Support in October 2021. This grant enabled us to rebuild reserves by £34.8k; covered staff costs and helped defray overheads. We commissioned an expert appraisal and recommendations report for the Museum Shop to help improve retail management and increase revenue. We recruited a photographic consultant historian/technician to make a professional assessment of the Horner photographic collection and to lead on volunteer training for cleaning, recording and rehousing the glass plate negatives. This work and the resulting report will underpin a longer-term project to improve our understanding and use of images in the collection.

Nine visual artists were commissioned to produce work in response to the poetry and fiction of local author Jean Harrison, leading to an exhibition in autumn 2022. We employed a creative practitioner to plan and run family workshops and a learning consultant to coordinate free school visits. Both help us reach younger audiences and encourage greater awareness and use of our learning resources. A subsidised trial of free admission let us gauge its effect on visitor numbers and donations income. A freelance business development manager helped review our business context and provided evidence for inclusion in an updated business plan, aiding our return to financial viability based on increased local user engagement to sustain the museum outside the tourist season.

**c. Stanley Smith Horticultural Trust**

A £1000 grant in April 2021 enabled purchase of a new garden shed and equipment, garden sundries, installation of new handrails and preparatory work on the Apothecary's Garden. The Stanley Smith Horticultural Trust requested and were given permission to use NCBPT's grant application as an exemplar on their new website.

**d. Walter Morrison Festival**

The Festival, which ran from May to December 2021, with an exhibition at The Folly from October 2021 until February 2022, was made possible by grants from the following bodies: Craven Trust (£1,500), Coulthurst Trust (£5,000), North Craven Heritage Trust (£300), Tisiski (£3,000). A steering group, convened by NCBPT and chaired by the Hon. Curator, met monthly from July 2020 to September 2021.

**e. Emergency Response Fund**

National Lottery Heritage Fund awarded a grant of £59,900 under the Emergency Resource Support scheme in February 2022. This was designed to prevent cash-flow insolvency and help with wages, salaries and general running costs incurred in February and March 2022.

**f. Horner Photographic Collection**

In March 2022, Museum Development Yorkshire awarded £2,500 by for materials to rehouse the Horner Studio photographs and glass plate negatives. This, in addition to the funding raised in 2020 from a crowdfunding campaign, enabled the Museum to begin a pilot project under the direction of freelance consultant Dr Damian Hughes.

### **FOLLY AND ZION GARDENS**

The Folly and Zion Chapel gardens continued to benefit from volunteer attention. As work in the gardens was permitted during the lockdown periods, the team led by Dave Freer provided approximately XX volunteer hours during the year, continuing with gardening maintenance and improvements. Generous donations of plants by volunteers also improved the quality and variety of planting in both gardens and a new shed and equipment were purchased with a grant from the Stanley Smith Horticultural Trust.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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### *Folly Garden*

The garden is located behind the Folly building and provides a quiet, secluded area for visitors to enjoy with outdoor tables and seating for Coffee House customers. Work continued on improving paths during the year. The volunteer team were responsible for pruning trees and shrubs, planting annuals and perennials, maintenance and painting of the timber furniture and decking, repairs to pathways, installation of handrails and new planting schemes.

### *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 the gravestones. Councillor Wendy Hull, occupant of the Old School House next to the Zion Chapel kindly organised routine strimming of the grass at the front of the Zion Chapel during the year.

## **BUILDING PRESERVATION ACTIVITIES**

### **The Folly**

A quinquennial review (Folly Condition Survey) was undertaken by Sheila Overton of Overton Architects in May 2021. This identified urgent works to be undertaken within one year and provided a set of recommendations which formed the basis of the successful bid for £270,501 to Arts Council England's Museum Estates and Development (MEND) Fund. A comprehensive, costed 10-year Folly Maintenance Plan was drawn up.

Surveys of the roof timbers in the Folly Central Range were enabled by the removal of some of the lath and plaster on the trusses on the second floor. Structural engineers were commissioned to assess and recommend solutions to the potential failure of the arch above the main staircase, after the masonry was found to be crumbling. After consultation with Historic England, an emergency waiver of listed building consent enabled RN Wooler Ltd to install propping to stabilise the arch until repairs could be effected. This required temporary closure of the upper floors of the Museum to ensure public safety until the work could be undertaken.

As part of the renovation works a modern concrete roof on a small outhouse behind the new kitchen was removed and the exterior kitchen wall was repointed. Electrical and fire safety checks were made on a regular schedule and monitoring showed that there was no appreciable movement in the moat wall.

### **Zion Chapel & Hall**

Routine weekly inspection of the buildings continued throughout the year. The Project Board met monthly to continue work on the project viability study and to oversee the public consultation process commissioned from Bluegrass Consulting. In May 2021, the Charity Commission contacted both the former trustees of the Zion Independent Congregation Church, Settle (ZICCS) and NCBPT to raise a regulatory concern that the gift of the property by the Zion Trustees to NCBPT in 2018 may have been in contravention of the Zion charity's governing document, since NCBPT does not have similar Christian objects. Although NCBPT holds legal title through the Land Registry and the former Zion Trustees believed that they acted in good faith in making the donation, the Charity Commission requires them to regularise the situation. NCBPT has taken advice from a barrister specialising in charity law and understands that the Charity Commission expects that ZICCS will do likewise before a principled settlement can be reached.

Any further development of the Chapel and Hall therefore depends upon obtaining the Charity Commission's agreement that NCBPT has undisputed legal title to the site before any further conservation work on the buildings can commence, although minor repairs to the Chapel roof were completed in November 2021 and the grounds are regularly maintained by our volunteers. The Trustees of both organisations are working together to resolve the Charity Commission's concerns and correct the legal situation, but it could take some months before this is finalised.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

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### **SUPPORTERS' GROUP**

The North Craven Building Preservation Trust supporters' group had 64 subscribers in 2021-22. The e-newsletter, the Folly Monocle, appeared in two issues during the year, 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 once again waived for Supporters who joined in 2020-21.

### **GOVERNANCE**

#### **Planning Applications**

The Trust will continue to be alert for opportunities to preserve heritage buildings at risk and to respond to planning applications that are felt to have detrimental implications for listed buildings and conservation areas. Objection was made to plans to redevelop the former NatWest Bank in Settle which would have been detrimental to original features within this Grade II listed building and to the historic boundary wall. Planning consent was denied.

#### **Trustee Recruitment**

Three trustees retired during the year. The Board's programme of active recruitment, with a specific emphasis on younger members, resulted in the appointment of two youth trustees and one further trustee with experience in museums and education. We continued to seek those with skills and experience in Education, IT, HR and Built Heritage.

### **Financial review**

The results for the year, before grant adjustments of £157,481 and an exceptional charge of £575,000, show a surplus of £112,507 (2021: £34,249) but, after adjusting for grants received in the year that were taken to income in the previous year and the exceptional write down of property values, the overall accounts show a loss of £619,974 for the year (2021: surplus £191,730). Total Trust income for the year was £371,164 (2021: £622,999) mainly as a result of successful grant applications.

Total funds carried forward to next year are £1,841,051, comprising £1,775,803 of unrestricted funds (including the value of property and fixed assets following the revaluation of The Folly and Zion by WBW Surveyors Ltd)) and £65,248 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.

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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### **Sources of income**

The principal funding sources for the Trust continue to be grants (significantly increased during the year as cultural recovery funding was made available), admission fees (waived during the year to encourage footfall), 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.

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.

### **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 £5.

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 G J Cleverly	(Resigned 25 October 2021)
Mrs H E Lane (Chair)	
Mr S P Garland	
Ms S M Mann	(Resigned 30 June 2021)
Mr S Myers (Vice Chair)	
Mrs L Northrop	
Mrs G E Roberts	(Resigned 28 January 2022)
Mrs P H M Simpson (Designated trustee emerita)	
Mr R W Greenhalgh (Treasurer)	
Mr G P Benn	(Appointed 5 December 2021)
Ms E R Coulthard	(Appointed 25 October 2021)
Ms R C Flaxman	(Appointed 25 October 2021)
Mrs C Rosier	(Appointed 25 October 2021)

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

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

FOR THE YEAR ENDED 31 MARCH 2022

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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.

The Trustees are saddened to record the death of Mr Andrew Marshall on 4 March 2022. He had acted in an advisory capacity, working closely with the Chair, Honorary Treasurer and other Trustees since September 2019 on strategic financial issues.

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

Finances were managed by Richard Greenhalgh in his role as Honorary Treasurer. The former Honorary Treasurer, Nigel Howard, agreed to join the Board of NCBPT Trading Ltd. as an independent Director.

### Staff

Owing to lack of funds, Mr Gary Chadwick, employed as a full-time Operations Manager in May 2019, was made redundant in April 2021. Responsibility for HR, liaison with suppliers and contractors, fire safety and health & safety, and managing routine building and maintenance work in the Trust's properties was taken on as a temporary measure by a trustee, Mrs Lynn Northrop. She was subsequently appointed, following a Board resolution, to a part-time contract as an Administrator in accordance with the Articles of Association regarding remuneration of trustees. She shares duties with the Chair as line manager for Ms Victoria Murray, the full time Coffee House Manager, who is 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.

The remit of the Museum's full-time Heritage Development Officer, Dr Caitlin Greenwood, includes project management, public programming (including online), retail and marketing, data gathering and evaluation, and volunteer development. The trustees agreed to reappoint her for a further year from 1 January 2022. Dr Greenwood successfully applied for a place on the Heritage Compass scheme, a National Lottery Heritage Fund Business Support Programme provided by Business Support England, beginning in January 2022, which provides mentoring and advice.

The Board of Trustees had 10 members as of 31 March 2022. 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 five times during the year, on 25 April 2021, 26 July 2021, 26 October 2021, 6 December 2021 and 28 February 2022.

Trustees agreed in October 2021 that the monthly Executive Committee meetings, which were instituted to provide additional scrutiny during the pandemic in addition to the quarterly Board, were no longer required. Following a discussion paper from the Chair, it was agreed that Board meetings would be held six times a year and that the Heritage Development Officer would be invited to attend.

Governance Sub-committee meetings continued to coincide with quarterly Trustee meetings during the year.

The Building Preservation Sub-committee continued to meet on an ad hoc basis to review planning applications and consider buildings which may need intervention.

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

Working groups on Marketing, Collections and Volunteer Operations were convened as 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 2022**

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### **NCBPT TRADING LTD**

NCBPT Trading Ltd, (Company number 10906515), a wholly owned subsidiary of North Craven Building Preservation Trust 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 2022 were: Richard Greenhalgh, Nigel Howard and Heather Lane. Mr Greenhalgh and Mrs Lane were, as of 31 March 2022, also Trustees and directors of North Craven Building Preservation Trust Ltd.

NCBPT Trading Ltd had a turnover of £167,049 during the year, which represents an increase over FY 2020-21 of 229%, when it was £50,773 due to closure during the Covid-19 pandemic. Customer visits rose to 22,786 compared with 7,779 in the previous year, an increase of 193%. As a result of grant support to cover costs in the pandemic, NCBPT Trading Ltd made a surplus of income over expenses of £23,238, and consequently the subsidiary has made a donation of an equivalent amount to the Trust, which can be offset against taxable income.

The Coffee House was closed for 7 weeks at the start of the financial year as a result of the pandemic and CJRS support continued for staff on furlough until the Coffee House reopened on 24 May 2021.

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

NCBPT was close to finding a resolution of the dispute with Heritage Trust for the North West (HTNW), following discussions held on 28 March 2022 between the Chair and trustee Steve Garland (for NCBPT) and HTNW's new Chair, John Turner and CEO, Liz Moss.

It was agreed that a joint letter to the Charity Commission would be drafted once a payment schedule was in place, to explain the agreement reached after a Serious Incident Report was submitted 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 5th September 2022.



**Mrs H E Lane (Chair)**

Trustee

Dated: 5 September 2022

# 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 2022.

#### 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: 5 September 2022

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
<b><u>Income and endowments from:</u></b>						
Donations and legacies	5	28,303	307	28,610	6,326	15,029
Charitable activities	3	78,992	162,875	241,867	62,386	501,586
Other trading activities	4	4,583	-	4,583	3,559	3,559
Investments	6	21,409	-	21,409	19,458	19,458
Other income	7	74,695	-	74,695	83,367	83,367
<b>Total income</b>		<b>207,982</b>	<b>163,182</b>	<b>371,164</b>	<b>175,096</b>	<b>622,999</b>
<b><u>Expenditure on:</u></b>						
Raising funds	8	3,068	38,425	41,493	986	986
Charitable activities	9	131,733	240,544	372,277	103,394	428,006
Other	13	2,368	-	2,368	2,277	2,277
<b>Total expenditure</b>		<b>137,169</b>	<b>278,969</b>	<b>416,138</b>	<b>324,612</b>	<b>431,269</b>
<b>Net incoming/(outgoing) resources</b>		<b>70,813</b>	<b>(115,787)</b>	<b>(44,974)</b>	<b>68,439</b>	<b>123,291</b>
<b>Other recognised gains and losses</b>						
Revaluation of tangible fixed assets		(575,000)	-	(575,000)	-	-
<b>Net movement in funds</b>		<b>(504,187)</b>	<b>(115,787)</b>	<b>(619,974)</b>	<b>68,439</b>	<b>123,291</b>
Fund balances at 1 April 2021		2,279,990	181,035	2,461,025	2,211,551	2,269,295
<b>Fund balances at 31 March 2022</b>		<b>1,775,803</b>	<b>65,248</b>	<b>1,841,051</b>	<b>181,035</b>	<b>2,461,025</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 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	15		1,520,039		2,093,470
Heritage assets	14		58,402		58,402
Investments	16		1		1
			<u>1,578,442</u>		<u>2,151,873</u>
<b>Current assets</b>					
Debtors	17	87,709		62,172	
Cash at bank and in hand		250,974		328,026	
			<u>338,683</u>		<u>390,198</u>
<b>Creditors: amounts falling due within one year</b>	19	(31,989)		(32,713)	
Net current assets			306,694		357,485
<b>Total assets less current liabilities</b>			1,885,136		2,509,358
<b>Creditors: amounts falling due after more than one year</b>	20		(44,085)		(48,333)
<b>Net assets</b>			<u>1,841,051</u>		<u>2,461,025</u>
<b>Income funds</b>					
Restricted funds	22		65,248		181,035
<u>Unrestricted funds</u>					
Designated funds	23	115,000		115,000	
General unrestricted funds		1,660,803		2,164,990	
			<u>1,775,803</u>		<u>2,279,990</u>
			<u>1,841,051</u>		<u>2,461,025</u>

# **NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED**

## **BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2022**

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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 2022.

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 5 September 2022



Mrs H E Lane (Chair)  
Trustee

Company registration number 01265072

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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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 2022

### 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 probably 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 the statement of financial activities.

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 2022

### 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 2022

### 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

	2022 £	2021 £
Performance related grants	241,867	501,586
Analysis by fund		
Unrestricted funds	78,992	62,386
Restricted funds	162,875	439,200
	241,867	501,586

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 4 Other trading activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Trading activity income: events income	4,583	3,559

### 5 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	28,303	307	28,610	6,326	8,703	15,029

### 6 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Rental income	20,029	17,315
Interest receivable	1,380	2,143
	21,409	19,458

### 7 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	68,125	21,341
Coronavirus JRS grants	6,570	62,026
	74,695	83,367

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 7 Other income

(Continued)

Other income comprises wages recharged to the subsidiary company.

### 8 Raising funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022	2022	2022	2021
	£	£	£	£
<u>Fundraising and publicity</u>				
Other fundraising costs	3,068	38,425	41,493	986
	<u>3,068</u>	<u>38,425</u>	<u>41,493</u>	<u>986</u>

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 9 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	94,441	132,415
Depreciation and impairment	554	518
Repairs and renovation	104,337	181,017
Advertising and publicity	2,102	6,031
Volunteer expenses	-	794
Materials for outreach projects	1,770	4,820
Sundry expenses	3,200	1,172
Unrestricted project expenditure	-	15,819
Legal and professional charges	23,317	40,753
	<u>229,721</u>	<u>383,339</u>
Share of support costs (see note 10)	129,160	40,188
Share of governance costs (see note 10)	13,396	4,479
	<u>372,277</u>	<u>428,006</u>
<b>Analysis by fund</b>		
Unrestricted funds	131,733	103,394
Restricted funds	240,544	324,612
	<u>372,277</u>	<u>428,006</u>

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 10 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Staff costs	66,655	-	66,655	20,744	-	20,744
Rates and water	1,607	-	1,607	1,011	-	1,011
Light heat and power	10,713	-	10,713	4,195	-	4,195
Insurance	4,485	-	4,485	4,314	-	4,314
Repairs and renewals	38,044	-	38,044	4,822	-	4,822
Telephone	1,147	-	1,147	1,339	-	1,339
Printing, postage and stationery	868	-	868	447	-	447
Sundry expenses	50	-	50	288	-	288
Cleaning and housekeeping	3,831	-	3,831	1,343	-	1,343
Bank charges	552	-	552	87	-	87
Professional charges	1,208	-	1,208	1,598	-	1,598
Independent examiner fees	-	1,685	1,685	-	1,650	1,650
Legal and professional	-	10,173	10,173	-	457	457
Licences and subscriptions	-	1,538	1,538	-	1,458	1,458
Staff expenses and training	-	-	-	-	914	914
	<u>129,160</u>	<u>13,396</u>	<u>142,556</u>	<u>40,188</u>	<u>4,479</u>	<u>44,667</u>
Analysed between Charitable activities	<u>129,160</u>	<u>13,396</u>	<u>142,556</u>	<u>40,188</u>	<u>4,479</u>	<u>44,667</u>

### 11 Trustees

Article 7 of the Trust's Articles of Association (2017 as amended) states that "A Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Trust where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011". In accordance with this, the Board resolved at its meeting on 26 April 2021 to enter into a freelance contract with Mrs Lynn Northrop, who received £11,691 for administrative expenses.

No other trustee (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 2022

### 12 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	22	16
	<u>22</u>	<u>16</u>
Employment costs	2022 £	2021 £
Wages and salaries	156,809	148,039
Social security costs	2,548	3,169
Other pension costs	1,739	1,951
	<u>161,096</u>	<u>153,159</u>

There were no employees whose annual remuneration was more than £60,000.

### 13 Other

	Unrestricted funds	Unrestricted funds
	2022	2021
Depreciation	2,368	2,277
	<u>2,368</u>	<u>2,277</u>

### 14 Heritage assets

	Museum collections £
At 1 April 2021 and at 31 March 2022	58,402
	<u>58,402</u>

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 15 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 April 2021	2,075,000	40,673	2,115,673
Additions	-	4,491	4,491
Revaluation	(575,000)	-	(575,000)
At 31 March 2022	1,500,000	45,164	1,545,164
<b>Depreciation and impairment</b>			
At 1 April 2021	-	22,203	22,203
Depreciation charged in the year	-	2,922	2,922
At 31 March 2022	-	25,125	25,125
<b>Carrying amount</b>			
At 31 March 2022	1,500,000	20,039	1,520,039
At 31 March 2021	2,075,000	18,470	2,093,470

Land and buildings with a carrying amount of £1,500,000 are stated at valuations carried out by WBW Surveyors Limited, independent valuers, on 27 January 2022. The Folly has a carrying value of £1,000,000, 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 valuation of £500,000 and were originally donated to the Trust.

### 16 Fixed asset investments

	Other investments
<b>Cost or valuation</b>	
At 1 April 2021 & 31 March 2022	1
<b>Carrying amount</b>	
At 31 March 2022	1
At 31 March 2021	1

Other investments comprise investments in subsidiaries.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 17 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	79,616	43,638
Amounts owed by subsidiary undertakings	7,113	14,965
Other debtors	705	645
Prepayments and accrued income	275	2,924
	<u>87,709</u>	<u>62,172</u>

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.

### 18 Loans and overdrafts

	2022 £	2021 £
Bank loans	<u>49,085</u>	<u>50,000</u>
Payable within one year	5,000	1,667
Payable after one year	<u>44,085</u>	<u>48,333</u>
Amounts included above which fall due after five years:		
Payable by instalments	<u>24,085</u>	<u>8,333</u>

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

	Notes	2022 £	2021 £
Bank loans	18	5,000	1,667
Other taxation and social security		2,514	12,663
Trade creditors		10,416	11,178
Other creditors		7,154	5,555
Accruals and deferred income		6,905	1,650
		<u>31,989</u>	<u>32,713</u>

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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20 Creditors: amounts falling due after more than one year

	Notes	2022 £	2021 £
Bank loans	18	44,085	48,333
		<u>44,085</u>	<u>48,333</u>

21 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 £1,739 (2021 - £1,951).

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 22 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 2020 £	Movement in funds		Transfers	Balance at 1 April 2021 £	Movement in funds		Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	£		Incoming resources £	Resources expended £	
Craven District Council	590	-	(590)	-	-	-	-	-
Heritage Assets	53,402	-	-	-	58,402	-	-	58,402
Fixtures & Fittings	3,752	-	(554)	5,000	3,198	-	(555)	2,643
National Lottery Heritage Fund	-	27,350	(27,350)	-	-	-	-	-
Horne Photograph Collection	-	8,703	-	(5,000)	3,703	-	-	3,703
Architectural Heritage Fund	-	10,000	(3,303)	-	6,697	-	(6,697)	-
Arts Council Cultural Recovery Fund	-	118,250	(105,857)	-	12,393	-	(12,393)	-
Heritage at Risk	-	30,000	(21,108)	-	8,892	-	(8,892)	-
Heritage Emergency Fund	-	204,600	(116,850)	-	87,750	-	(87,750)	-
CRF - ERS	-	-	-	-	-	51,425	(51,425)	-
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)	-	-	-	-	-
MDY	-	-	-	-	-	-	-	-
Stanley Smith Horticultural Trust	-	-	-	-	-	500	-	500
Arts Council England CRF 2	-	-	-	-	-	1,000	(1,000)	-
Arts Council England CRF 3	-	-	-	-	-	55,000	(55,000)	-
Walter Morrison Festival sundry grants	-	-	-	-	-	45,150	(45,150)	-
		-	-	-	-	9,800	(9,800)	-
	57,744	447,903	(324,612)	-	181,035	163,375	279,161	65,248

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 22 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.

Arts Council England - Cultural Recovery Fund (Round 2) - Core costs.

Arts Council England - Cultural Recovery Fund (Round 3) - Staff costs, retail consultancy, cultural activities.

Stanley Smith Horticultural Trust - purchase of new garden shed and equipment.

Walter Morrison Festival - various grants for festival running costs.

# NORTH CRAVEN BUILDING PRESERVATION TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 23 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 2020 £	Transfers £	Balance at 1 April 2021 £	Movement in funds Incoming resources £	Balance at 31 March 2022 £
Business Development Fund	85,000	30,000	115,000	-	115,000
	85,000	30,000	115,000	-	115,000

### 24 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	1,517,396	2,643	1,520,039	2,090,272	3,198	2,093,470
Heritage assets	-	58,402	58,402	-	58,402	58,402
Investments	1	-	1	1	-	1
Current assets/ (liabilities)	302,492	4,203	306,695	238,050	119,435	357,485
Long term liabilities	(44,085)	-	(44,085)	(48,333)	-	(48,333)
	1,775,804	65,248	1,841,052	2,279,990	181,035	2,461,025

### 25 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

### 26 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 2022 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