

Pennine Heritage Limited

Company Registration No. 01445673 (England and Wales)

Charity No. 509974

**Trustee's Annual Report and Unaudited Accounts
for the Year Ended 31 March 2021**

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for the Year Ended 31 March 2021**

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Pennine Heritage Limited (Co Reg No. 01445673)
Report of the Trustees for the Year Ended 31st March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 1445673 Charity No. 509974

Principal Office

The Birchcliffe Centre
Hebden Bridge
West Yorkshire
HX7 8DG

Registered Office

The Birchcliffe Centre
Hebden Bridge
West Yorkshire
HX7 8DG

Trustees

The following Directors and Trustees served during the year:

B Atack
S Boyle
DE Fletcher
D Greensmith
P Kennedy
JA Schofield
P Webber
A Rae
MJ Tull
Dr NJ Bowker Smith
A Birch

Pennine Heritage Limited (Co Reg No. 01445673)
Report of the Trustees for the Year Ended 31st March 2021

Independent Examiner

Wendy Gledhill
Calder Community Accounting CIC
Upper Floors
26 Halifax Road
Todmorden
OL14 5QG

Bankers

Lloyds TSB
PO Box 1000
Andover
BX1 1LT

Solicitors

AWB Charlesworth
12 – 16 North Street
Keighley
West Yorkshire
BD21 3SE

Pennine Heritage Limited (Co Reg No. 01445673)
Report of the Trustees for the Year Ended 31st March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Pennine Heritage Limited was incorporated in England and Wales on 24th August 1979 and is a charitable company, limited by guarantee. As such, its governing instrument is its memorandum and articles of association. It has no share capital and therefore pays no dividends.

Recruitment and appointment of new trustees

The members of the Council of Management serve in a voluntary capacity, receiving no remuneration for their work. They serve in a dual capacity as trustees and council members. No present or former trustees / council members had any beneficial interests requiring disclosure. The minimum number of council members is 5 and the maximum is 15. Council members are not subject to retirement by rotation but must be members of the company. Council members may appoint any member of the company to the Council of Management subject to the maximum stated above.

Decisions on key issues are made at trustees' meetings. During the year, Anthony Rae was appointed as secretary. The day to day running of the organisations was carried out by Sakihan Haq until her redundancy in November 2020. Following this, J Schofield (Trustee and Chair) took over the day to day running on a temporary basis. In November 2021, a Heritage Manager was appointed and to take over the day to day running of the Centre. All trustees are appointed on a voluntary basis, and do not receive any remuneration for their time. All expenses reimbursed to trustees are disclosed in the accounts.

Risk management

It is considered by the trustees that any risks to the charity are very small as there are no ongoing projects which could endanger its assets. However, the fact that there is a small risk has been addressed in policies to minimize such risk. No project is undertaken which would require funding solely out the charity's reserves.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of Pennine Heritage remain the promotion of the social, physical and cultural history of this distinctive Pennine area through publication of interpretive material and direct action where necessary and feasible to protect special landscape features and the built environment, becoming in some cases the owners of the last resort to do so.

In addition, Pennine Heritage continues to maintain the Grade II former Birchcliffe Baptist chapel as its main office base and to let office space and residential teaching accommodation to a variety of other charitable and social groups.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Pennine Heritage Limited (Co Reg No. 01445673)
Report of the Trustees for the Year Ended 31st March 2021

Statement of Trustee's Responsibilities for the Year Ended 31 March 2021

The trustee's (who are also the directors of Pennine Heritage for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently; observe the methods and principles in the Charity SOR and make judgements and estimates that are reasonable and prudent; prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

J A Schofield Chair of Trustees



21/12/21

Signed on behalf of the Trustees of Pennine Heritage Limited

Pennine Heritage Limited (Co Reg No. 01445673)
Report of the Trustees for the Year Ended 31st March 2021

Pennine Heritage Limited Trustees Report 2020/21

The sudden death of our Trustee, Lord Shutt, in October 2020 was a massive shock to us all. As David Fletcher, the President of Pennine Heritage stated 'From his pioneering role in saving both the Birchcliffe Baptist Chapel and the historic Nutclough Mill, Hebden Bridge, from senseless demolition in the 1970's, to his lifelong contribution and trusteeship of the visionary Pennine Heritage Trust, he gave his time unsparingly to many local, regional and national organisations. Although culminating in his appointment to the House of Lords and service as the Liberal Party Whip, he remained proud of his local roots and continued to give his time unstintingly to local causes.' We all miss his bluff, uncompromising character.

2020/2021 started under the cloud of the Covid Lockdown which had been in place since mid March 2020. All projects, events, bookings and meetings at the Centre and Hostel were postponed, cancelled or put on hold. The Alice Longstaff Exhibition, referred to in last year's Report, and proposed for Easter had to be postponed. The tenants were, with the exception of one of them, also badly affected to varying degrees. However, the Government grants for the Birchcliffe Centre and for the tenants, together with further assistance from Pennine Heritage for the tenants, have meant that everyone has been able to continue in business at the end of 2021. Mid September 2020 saw the return of the School and gradual return of tenants and very occasional use of the Studio and Hall before the lockdown was imposed again over Christmas and the following months. Business again slowly returned mid March 2021.

During the 1st lockdown the staff were furloughed and the part-time administrator was made redundant in September 2020 as the Charity worked towards its aim to appoint a fulltime Heritage Manager. The only staff member remaining is the caretaker/cleaner who returned after furlough, in October.

Trustees were able to continue the administrative and project work throughout the year. There was a substantial loss of income from the Hall, the Studio and due to providing some financial help for the tenants but this was balanced by the Government grants and the National Lottery Heritage Emergency Funds. These funds also enabled the Charity to look towards recovering from the economic impact of Covid and to ensure the building is Covid secure. They also enabled the Charity to make plans to welcome new and existing audiences to the work of Pennine Heritage in 2021 as well as planning a new website and a refreshed social media presence.

The 5 year Business Plan, Architects Report and Marketing Report, compiled under the NLHF Resilience Fund mainly during 2019/20, were finalised at the beginning of this financial year together with an addendum to reflect the changes necessary due to Covid. The Trustees continue to work towards the implementation of the Plan and in November explored the possibility of making a Knowledge Transfer Partnership (KTP) application with Huddersfield University. The KTP is a scheme managed by Innovate UK and involves a 3 year programme of collaboration between a business or social enterprise (Pennine Heritage), a 'Knowledge Base' (Huddersfield University) and an 'Associate' (a suitably qualified and experienced graduate or post graduate. It provides resources for projects, research activities and running costs. KTP provide 2/3 of the funding with the other 1/3 coming from the business. The project would be led by the Associate with additional input from the academics, research students and the University's administration. The programme aims to transfer knowledge and expertise from the 'Knowledge Base' and help develop the business to create new, quantifiable economic and social benefit. At the end of the year and after an extensive application form, the submission was nearing completion at the end of March 2021.

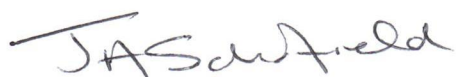
Pennine Heritage Limited (Co Reg No. 01445673)
Report of the Trustees for the Year Ended 31st March 2021

Throughout the year contributions continue to be made to our Digital Archive collection and has attracted a larger audience and participation in the online images. There are in excess of 30,000 images in the Digital Archive and from remarks made, obviously many people derived a great deal of pleasure of these records during lockdown. The work of curating these images continued remorselessly, led by an extremely skilled and industrious volunteer, Ann Kilby.

Work on the South Pennine Archives partnership agreement with Hebden Bridge Local History Society has continued with a Website and Collection Policy and a Transfer of Assets agreement as well as collaboration on the website, storage and administration for the archives.

2020/21 started under the cloud of Covid but ends with a very optimistic future with many new projects and partnerships in the pipeline for Pennine Heritage.

J A Schofield Chair of Trustees



21/12/21

Signed on behalf of the Trustees of Pennine Heritage Limited

Pennine Heritage Limited
(Company Reg No 01445673) (Charity Number 509974)

Independent Examiners report

I report to the trustees of Pennine Heritage Limited on my examination of their accounts for the year ended 31st March 2021.

Responsibilities of Trustees and Examiner

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustees consider that an audit is not required for this year as their income is below £250,000 and that an independent examination is appropriate as their turnover has been above £25,000 in the previous year and may well be in the future.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Examination

My examination included the review of the accounting records kept by the charity and a comparison of accounts with those records. It also took consideration of any unusual items in the accounts of which there were none. The procedures carried out do not provide all the evidence required for the purposes of an audit and therefore no opinion is given on the 'true and fair view', this is not a matter for the independent examination.

Independent Examiner's Statement

The general bookkeeping carried out by the treasurer of the charity is of a very high standard. However, some minor accounting errors from the previous years financial accounts have been raised with the board and I have agreed that the financial implications are immaterial.

I have concluded that no adjustment to prior accounting periods is required.

The charity has encountered issues in changing bank signatories and needs to review its scheme of delegation to ensure that proper authorisation for spending takes place.

The board have agreed that these matters highlight the need for stricter financial controls and procedures to ensure the correct recording of financial information and protect the charity and Trustees going forward. The board have welcomed new financial controls and procedures and it has been agreed these will be implemented immediately.

I can confirm that, in the case of my examination, no material matters have come to my attention that would give me cause to believe that accounting records were not kept in respect of the Charity as required by section 130 of the Act: or the accounts do not accord with those records.

I have no other concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



PENNINE HERITAGE LIMITED (Company Number 1445673)

Statement of Financial Activities for the Year Ended 31st March 2021

Incoming Resources		Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	Notes	31/03/2021	31/03/2021	31/03/2021	31/03/2020
From Generated Funds:		£	£	£	£
Income from Donations and Legacies	2	0	953	953	2,243
Income from Grants	2	13,640	25,000	38,640	15,760
Investment Income	3	0	7	7	15
From Charitable Activities:	4	0	89,445	89,445	110,800
Total Incoming Resources		13,640	115,405	129,045	128,818
Resources Expended:					
Charitable Activities	5	15,420	48,257	63,677	98,858
Donations	6		100	100	0
Governance Costs	7		13,599	13,599	25,042
Total Resources Expended		15,420	61,956	77,376	123,900
Net Income before Transfers		-1,780	53,449	51,669	4,918
Transfers between funds		0	0	0	0
Net movement of Funds		-1,780	53,449	51,669	4,918
RECONCILIATION OF FUNDS					
Total Funds Brought Forward	13	5,127	645,127	650,254	645,336
Total Funds carried Forward	13	3,347	698,576	701,923	650,254

		2,021	2,020
		£	£
Income		129,038	128,803
Interest and investment income		7	15
Gross Income for the year		129,045	128,818
Expenditure		67,110	113,323
interest payable		7,492	8,993
Depreciation and charges for impairment of fixed assets		2,774	1,584
Total expenditure for the year		77,376	123,900
Net income/expenditure for the year		51,669	4,918

PENNINE HERITAGE LIMITED (Company Number 1445673)

Balance Sheet as at 31st March 2021

		£	£
	Notes	31/03/2021	31/03/2020
Fixed Assets			
Tangible Assets	8	729,766	726,582
Current Assets			
Stocks	9	1,000	1,000
Debtors	10	4,870	3,712
Cash at Bank	11	127,688	88,795
Creditors			
Amounts due within one year	12	-8,571	-9,954
Net Current Assets		124,987	83,553
Creditors			
Amounts due after one year	12	-152,830	-159,881
Total Net Assets		701,923	650,254
Funds	13		
Unrestricted Funds		646,907	645,127
Restricted Funds		3,347	5,127
Surplus for the year		51,669	
Total Funds		701,923	650,254
Net assets excluding pension asset or liability		701,923	650,254
Total Net Assets		701,923	650,254

For the year ended 31st March 2020 the charitable company was entitled to exemption from audit under section 477 of the companies act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These financial statements have been prepared in accordance with the special provisions of part 15 of the companies act 2006 relating to small charitable and the Charities Statement Of Recommended Practice.

Approved by the board on 21st December 2021

And signed on its behalf by:



Judith Schofield

PENNINE HERITAGE LIMITED (Company Number 1445673)

Statement of Cash Flows for the year ending 31st March 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net income/(expenditure) per Statement of Financial Activities	51,669	4,918
Adjustments for:		
Depreciation of Plant and Machinery	2,774	1,584
Increase/Decrease in Stock	0	0
Increase in trade and other receivables	-1,158	-2,917
Decrease in trade and other payables	-1,120	-1,092
Net Cash provided by operating activities	<u>52,165</u>	<u>2,493</u>
Cash flows from investing activities		
Payments for property, plant and equipment	-5,958	0
Dividends, interest and rents from investments	0	0
Net cash from investing activities	<u>-5,958</u>	<u>0</u>
Cash flows from financing activities		
Repayment of borrowings	-7,314	-6,086
Net cash used in financing activities	<u>-7,314</u>	<u>-6,086</u>
Net decrease in cash and cash equivalents	38,893	-3,593
Cash and Cash equivalents at the beginning of the year	88,795	92,388
Cash and Cash equivalents at the end of the year	<u>127,688</u>	<u>88,795</u>
Components of cash and cash equivalents		
Cash and bank balances	<u>127,688</u>	<u>88,795</u>

Notes To the Financial Statements for the Year Ended 31 March 2021

1. Accounting Policies

Accounting Conventions

The financial statements have been provided under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities, the Charities Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities 2005.

Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under heading which aggregate all cost related to that category.

Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Machinery – Straight line over 5 years

Land and Buildings – Not provided

Stocks

Stocks are valued at the lower of the cost and net realistic value, after making allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

Pension Costs and Other Post-Retirement Benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

PENNINE HERITAGE LIMITED (Company Number 1445673)
Notes to the financial Statements for the Year Ended 31 March 2021

	31/03/2021	31/03/2020
	£	£
2. Voluntary Income		
Donations	953	2,243
National Lottery Heritage Grant	13,640	15,760
CMBC - COVID Grant	25,000	0
	<u>39,593</u>	<u>18,003</u>
3. Investment Income		
Deposit Account Interest	<u>7.00</u>	<u>15.00</u>
4. Incoming Resources from Charitable Activities		
Rents from Birchcliffe Hostel	13,067.00	18,567.00
Rents from Birchcliffe Offices	41,910.00	43,392.00
Recharges - Utilities	529.00	3,230.00
Archive Income	450.00	478.00
Publications	230.00	724.00
Sundry Receipts	135.00	243.00
Room Hire	-729.00	10,708.00
Studio Hire	765.00	3,352.00
Renewable Heat Initiative	<u>33,088.00</u>	<u>30,106.00</u>
	<u>89,445.00</u>	<u>110,800.00</u>
5. Resources Expended - Charitable Activities		
Council Rates	-3,155.00	3,377.00
Insurance	7,146.00	7,017.00
Light Heat and Water	24,976.00	23,919.00
Telephone and Internet	1,352.00	1,673.00
Office Equipment and Stationary	1,430.00	3,750.00
Repairs and Maintenance	11,841.00	14,667.00
Cleaning	1,729.00	1,845.00
Sundries	17.00	1,052.00
Professional and Consultancy Fees	7,691.00	536.00
Depreciation	2,774.00	1,584.00
NLHF Project Costs	0.00	30,333.00
Mortgage Interest	7,492.00	8,993.00
Archive Costs	0.00	112.00
Advertising	233.00	0.00
Prints	<u>151.00</u>	<u>0.00</u>
	<u>63,677.00</u>	<u>98,858.00</u>

PENNINE HERITAGE LIMITED (Company Number 1445673)
Notes to the financial Statements for the Year Ended 31 March 2021

	31/03/2021	31/03/2020
6. Resources Expended - Donations		
Funeral Donation	100.00	0.00

7. Resources Expended - Governance Costs		
Payroll Expenditure	10,374.00	24,742.00
Staff Training	1,000.00	0.00
Accountancy Costs	450.00	300.00
Administration Costs	1,775.00	
	13,599.00	25,042.00

8. TANGIBLE FIXED ASSETS

	Land & Buildings	Plant & Machinery	Total
COST	£	£	£
At 1 April 2020	726554	14,215	740,769
Additions		5,958	
At 31st March 2021	726554	20,173	740,769
Depreciation			
At 1st April 2020	1554	11,049	12,603
Charge For The Year	0	2,774	2,774
Net Book Value			
At 31st March 2020	725000	1,582	726,582
At 31st March 2021	725000	4,766	729,766

	31/03/2021	31/03/2020
9. Stocks	£	£
Finished Goods	1000	1000

10. Debtors		
Trade debtors	4870	3712

11. Cash at Bank		
Cash at Bank	127688	88795

PENNINE HERITAGE LIMITED (Company Number 1445673)
Notes to the financial Statements for the Year Ended 31 March 2021

12. Creditors

Mortgage

Capital repayments are due on the mortgage as follows

	31/03/2021	31/03/2020
Due withing 1 year	6,802	7,064
Due in more than 1 year	152,829	159,631
Total Outstanding	<u>159,631</u>	<u>166,945</u>

Trade Creditors	<u>1769</u>
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13. Contingent Liabilities

Heritage Lottery Fund

The Charity must continue to own and keep exclusive control over what happens to the Birccliffe Centre property, and must not sell, let or otherwise part with it without the approval of the Heritage Lottery Fund beforehand.

Should approval be granted the Heritage Lottery Fund reserves the right to request whatever payment it deems appropriate in the circumstances.

This may be;-

- a) a proportion of the sales proceeds, equivalent to the original cost; or
- b) a portion of the grant spent on the assets concerned; whichever is greater.

The Heritage Lottery Fund may also decide not to ask for repayment of the grant (or any part) for any reason, but it is for the to decide that.

14. Ultimate Controlling Party

The Charity is under the control of the board of Trustees.