

# Lymm Heritage Information Centre

Reg Charity 1164961



## TRUSTEES ANNUAL REPORT 2020

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# 1. Introduction

Lymm Heritage Information Centre is a registered charity. It was originally formed and constituted as a volunteer group in January 2015 and became registered as a Charitable Incorporated Organisation (Lymm Heritage information Centre No 1164961) on 22 December 2015. The address of the charity is Lymm Heritage Centre, 1 Legh Street, Lymm, WA13 ODA.

This report covers the year ended 31 December 2020.

The Heritage Centre first opened its doors to the public as an exhibition centre on 22 June 2017.

By the end of December 2020, the Centre had welcomed just 10 short of 20,000 visitors, (not including groups, events and education,) since opening in June 2017 though of course opening and other activities including our education programme were severely curtailed in 2020 due to Covid restrictions.

The Lymm Digital Archive (aka LyDiA) managed to continue to function and systems were developed to enable all the processes to be managed remotely. The archive now holds over 3,000 entries. It has had over 3,000 visitors since set up, spread over more than 6,000 sessions.

The Centre was closed for large parts of the year - (see detail in Appendix A). We were only fully open to the public for 24 weeks with a further 4 weeks for retail only. From re-opening in July, visitor numbers were down as people were understandably cautious about unnecessary visits to indoor premises with masks also needing to be worn.

Major progress was made with the exhibition area during the year with work continuing off-line or at the Centre within the permitted rules of social contact. Details in Section 5, Exhibitions.

Extensive use was made of social media to maintain contact with followers of whom there are now approximately 5,000 across the lymmheritage Facebook page and the Lymm memories Facebook group.

Two other important technology initiatives were prompted by the Covid restrictions. The purchase of iZettle software and hardware means we are now able to take card payments as well as having much simplified and enhanced reporting. We also created a dedicated online shop [www.lymmheritageshop.co.uk](http://www.lymmheritageshop.co.uk) which provides a professional, easy to use interface for customers all over the UK.

Financially the Centre lost important visitor donation contributions as well as room hire revenue and Centre retail sales but was fortunate to receive a major donation. We have also been in receipt of regular government support during our closure periods. The Centre is in a strong financial position – see Section 4 for detail.

Administratively the management team have been unable to meet in person and with prolonged periods of closure and suspension of activities such as education there has been less need. Key decisions have been taken by the trustees, meeting by Zoom or in person where possible. The whole management team will reconvene as a group as soon as is permissible.

Finally, January 2021 saw the completion of the Heritage Lottery Fund grant project of £88K which has helped to drive much of the development of the Centre over the past four years. The project was given extensions during 2020 due to Covid disruption but we are delighted that we have finally completed and achieved our aims around exhibitions, education and archive sharing. The HLF investment along with the generosity of our landlord, Howard Platt as well as a committed volunteer

base and a sound financial position mean that we have a strong platform from which to move forward over the years to come.

## **2. Objectives**

Our Registered Charity constitution states our overall objective as

*“To advance the education of the public by providing and maintaining a heritage centre and museum for the exhibition to the public of objects, documents, photographs and other items connected with the history of Lymm, Cheshire and surrounding district.”*

## **3. Governance and Management**

There were no significant changes to the management team during the year. Due to the coronavirus restrictions, it was not possible to meet throughout the year and the smaller group of trustees assumed responsibility for key decisions mainly relating to the timing of the opening and closure of the Centre in the light of government guidance and restrictions as well as the implementation of Covid safety guidelines.

The management team are:

Alan Williams – Chair, Exhibitions Development and Publicity

Patrick Knowles – Treasurer

Glynis Allen – Collection Management

Mark Linnell – Volunteer Co-ordinator

The following additional members make up the management committee

Geoff Hawley - Education team and Parish council link.

Trish Cockayne – General assistance

Malcolm Young- Head of Education team

Alan Taylor- Local history consultant, archiving and photographer.

Sue Haddock – Minutes Secretary

This core management team of nine would normally meet on a quarterly basis. There are also a number of working sub-groups covering key areas of activity. The sub-groups vary in size from one to five but also co-opt in additional help where needed. The groups are as follows, with leaders identified, and include many people who are not members of the core management team.

Learning and Engagement – Chair Malcolm Young

Archiving – Chair Glynis Allen

Volunteering & Oral History - Chair Mark Linnell

Premises- Vacant

Finance – Patrick Knowles

Exhibitions - Alan Williams

Research – Roger Hannam

Friends’ Admin – Chris Wakefield

IT – Carol Sparkes

All the sub-group chairs, with the exception of Roger Hannam, Chris Wakefield and Carol Sparkes sit on the main management team and all report in regularly.

## 4. Financial Report

During the year ended 31 December 2020 the charity had income of £46,605 and made payments of £40,838 resulting in net receipts of £5,767. Full details are included in the accounts at the end of this report.

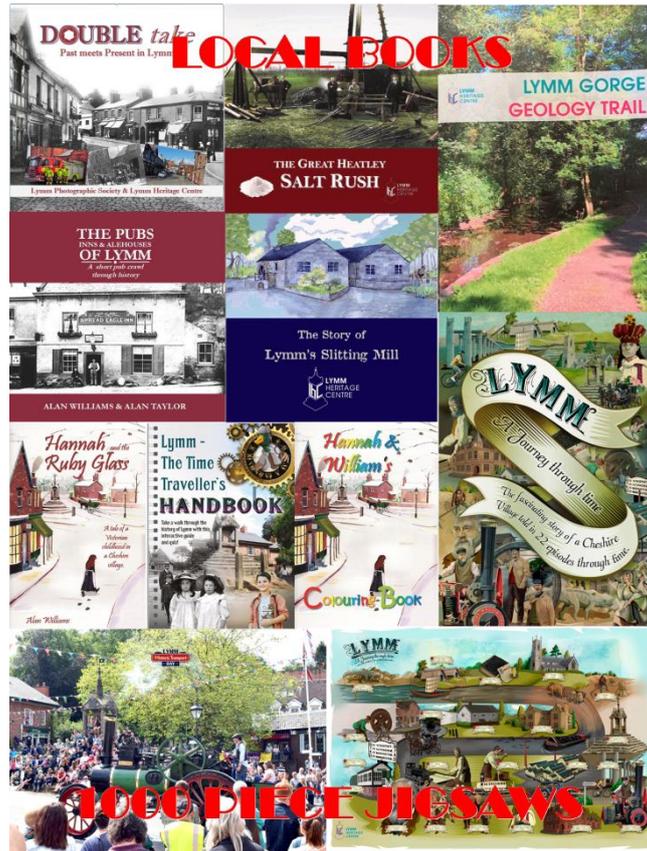
Restrictions to control the spread of covid-19 meant the Centre was closed for around half the year. This had a negative effect on many of the charity's normal sources of income including retail sales, centre donations, room hire, education income and talks/walks. In addition, no donation was received from Lymm Historic Transport Day owing to the cancellation of the 2020 event.

The charity did however receive government support via Warrington Borough Council in the form of support grants to help mitigate the effect of being legally obliged to close. £10,000 was received in respect of the spring lockdown and £1,334 for the November lockdown.

The charity also received a very generous donation of £10,000 from Cotebrook Ltd. The trustees are very grateful to all those individuals and bodies who have made donations during the year. Donation income included:

	2020 £	2019 £
Lymm Historic Transport Day		3,000
Public donations	678	1,878
Friends of Lymm Heritage Centre	2,712	2,336
Lymm Festival	1,000	1,000
Cotebrook Ltd.	10,000	
Other donors	341	1,991
Lymm Rotary Club	200	250
4Lymm		250
Co-op Community Fund		3,721
Total	14,931	14,426

Retail sales are normally a significant source of income. In order to partly offset the effect of being closed, Alan Williams established the means to facilitate online sales in the spring and since November the Centre has had an attractive online shop - <https://www.lymmheritageshop.co.uk/> Over the year some £3,100 of sales were made online – being c. 22% of total sales. A number of new books and booklets were also published including Double Take, booklets on the histories of the local salt industry and the slitting mill as well as children's activity and colouring books. Two new jigsaws were also successfully launched.



*A selection of retail items which generated important revenue in 2020*

The charity also successfully applied for and received a grant of £2,000 from Lymm Parish Council to help fund the completion of the National Lottery Heritage Fund project and aid exhibition expenditure in 2021.

Turning to expenditure, the charity's initial generous three year rent-free period came to an end and rent of £1,000 per month was payable from 1 June.

The most significant item of non-capital expenditure was the cost of exhibition development (£8,385) including the salt industry exhibit, the traditions exhibit and the slitting mill exhibit. Most of this was funded by the National Lottery Heritage Fund grant (see below). The grant also funded a significant amount of capital expenditure (£8,218) including a projector, video screens, exhibition lighting and a PC and interactive monitor to enable visitors and volunteers to browse the online archive at the Centre.

National Lottery Heritage Fund (NLHF) grant

In 2017 the charity successfully applied for a grant of up to £88,200 being 87% of the total eligible project cost of £100,950 towards a project to establish a heritage centre in Lymm. The grant was payable in stages with the first tranche of £44,100 being received in 2017 and the second tranche of £35,280 received in 2019.

The grant was for certain approved purposes – principally furnishing and equipping the building, developing a core exhibition, setting up a digital archive and working with schools and other organisations to develop activities associated with the history of Lymm. As the purposes of the grant were somewhat narrower than the Objects of the charity, the grant was treated as a restricted fund and the accounts prepared accordingly.

As at 31 December 2020 some 87% of the total maximum grant amount of £88,200 had been spent. A further £1,115 of the grant was used in January 2021 and following project completion in that month, the Heritage Fund indicated the Centre could retain the balance of £1,831 to help sustain activities in the future.

90% of the grant was or will be ultimately utilised. Of the remaining 10%, almost half represented a project contingency amount that was only to be used in exceptional circumstances and with the Heritage Fund's prior consent. In the event, the project contingency amount was not required.

### Cash

At the end of 2020 the charity had cash at bank and in hand of £91,064 split:

NLHF – restricted fund	£2,946
Unrestricted funds	£88,118

Unrestricted cash balances increased by some £27,000 over the year.

### The year ahead and longer term

In 2021 a key objective will be to start to recover from the long periods of closure necessitated by the measures to control the spread of coronavirus.

During 2021 we aim to re-build and develop our existing income streams of Friends' subscription income, donation box income, retail profits, education income, business support/sponsorship, talks/walks, room hire and bank interest whilst at the same time maintaining rigorous cost controls.

Longer term our cash flow projection shows that we are likely to incur annual expenditure of around £20,000 to £26,000 and will need to generate income accordingly. A substantial proportion of our annual costs will be fixed (60% to 75%) and this has been borne in mind when setting our reserves' policy – see below.

### Reserves' policy

#### *Restricted reserve – NLHF grant*

Following project completion in January 2021, the trustees plan to transfer the unspent grant balance of £1,831 to unrestricted reserves given the Heritage Fund did not attach any special conditions to this amount.

### *Unrestricted reserves*

The coronavirus pandemic has shown the importance of charities maintaining strong reserves as a buffer against unforeseen negative events and where income may be reduced for an extended period.

The charity's policy is that unrestricted reserves represented by cash and liquid balances should not exceed, for an extended period, an amount equivalent to three years anticipated unrestricted expenditure. This means that the charity could continue to operate for a significant period where income was considerably lower than forecast unrestricted expenditure.

At the end of 2020, the charity's unrestricted reserves amounted to £89,129 (cash £88,118 plus debtors £1,374 less creditors/accruals £363). This compares to a long-term policy maximum of approximately £80,000. The trustees have identified actions, which over the next two to three years should reduce the reserves level closer to the long-term policy maximum.

## **5. Exhibitions**

Not surprisingly progress on exhibitions was hampered and disrupted by coronavirus restrictions, particularly in the second quarter of the year. For some time after the initial lockdown it was not permitted to even access the Centre apart from essential visits. Many potential suppliers, including those needed for new IT requirements, were either effectively out of action or inundated with enquiries from businesses seeking to set up home workers.

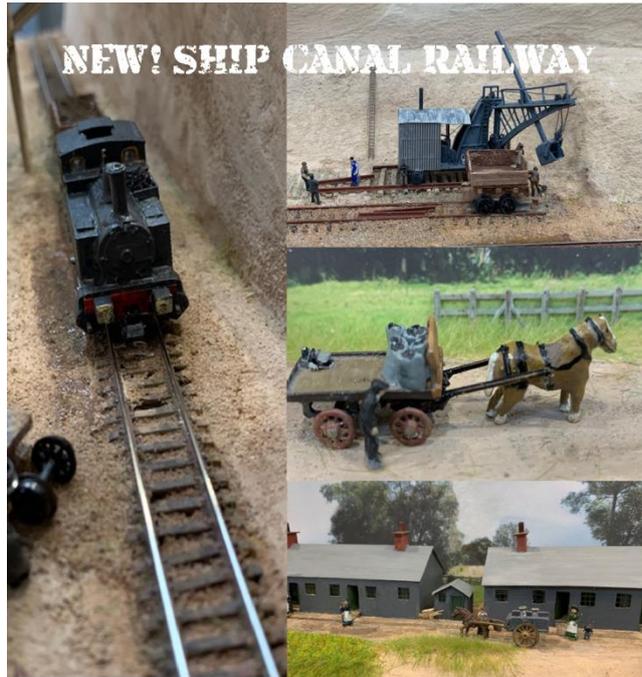
The Heritage Lottery Fund were very understanding of these issues and we eventually received an extension to the end of the year to complete our project with a further month to submit our final project evaluation.



*New 2020 exhibit telling the story of Lymm's Salt Industry*

Prior to the first, spring lockdown a third key *Trades* exhibit, The Great Heatley Salt Rush was installed and launched with an evening event and a book. This whole project was ably managed by Roger Hannam with research support from Jacky Carroll. It provides an excellent record of an important chapter in Lymm's history and includes artefacts on extended loan from the Lion Salt Works. The exhibit was laid out by Colin & Janet Grimes and is supported by an accompanying booklet by Roger.

The existing Manchester Ship Canal exhibit was brought to life by an "n" gauge model railway and diorama showing the construction of the Canal. This was produced for us by Warrington Model Railway Society.



*Scenes from the new Ship Canal Railway*

Work was completed on the impressive Edwardian shop windows displays, providing almost a mini-street. Thanks must go to Colin & Janet Grimes for all their input on these. Their artistic skills, design ideas and attention to detail continue to be a huge asset. This also involved relocating the retail area into a designated area under the banner of the "Lymm Heritage Shop" which is supported by an online ordering site set up in November at [lymmheritageshop.co.uk](http://lymmheritageshop.co.uk).

Colin and Janet were also largely responsible for the layout of the exciting new Lymm Traditions exhibit using material researched and provided by Alan Williams with the help of the Warburton Soulers and Thelwall Morris.



*The new Traditions exhibit will be a key feature when the Centre is able to reopen.*

The most recent addition, which completes the Trades, Transport and Traditions themed display, is the story of Lymm Slitting Mill, again with an accompanying booklet and again put together by Roger Hannam.



*The Slitting Mill exhibit completes the "Trades" aspect of the Lymm Story.*

For many of these exhibits we also used the services of graphic designer and artist Tris Rossin. His work throughout the project including the Lymm Timeline (2019) has done much to establish the professional standard of all of our exhibits.

In addition to these semi-permanent exhibits a number of other enhancements were introduced during the year including a ceiling hung daylight projector capable of showing large images and videos on the rear wall of the Centre. Videos will be able to be selected by visitors at a “digital kiosk” where a touchscreen will also enable visitors to explore LyDiA – The online Lymm Digital Archive.



*Our design team – Colin and Janet Grimes with our Christmas window display.*

There were a number of other minor enhancements to exhibits during 2020. One of the final additions before the end of the year was the installation of two lines of tracked lighting which provide a far more ambient and suitable level of lighting for exhibits in the rear half of the exhibition space. A new, free twelve page booklet “Fun Stuff To Do” has been produced to encourage family visits and engage primary school children.

As well as The Great Heatley Salt Rush and The Story of Lymm Slitting Mill, there were two other saleable publications during the year: Double Take (a “then and now” style collaboration with Lymm Photographic Society) and the Time Traveller’s Handbook, specifically designed to encourage users to explore Lymm’s history via a guided walk and quiz with links to 15 short videos.

The Centre was only able to open on 86 days during 2020, in two periods: Jan to mid-March and from start of July to end of September.

In the first period to mid-March, we welcomed a very encouraging 1,030 visitors in 44 days- an average of 23.4 per day. The second spell, in summer, from July through to the end of September involved restrictions and a requirement to wear a face mask for most of the period. Understandably numbers were down during this period but the Centre still received 792 visitors in 42 days – an average of 19, with the number clearly falling away through September.

We look forward to reopening and, in time, being able to more fully share all of our new exhibits and resources with the public.

## 6. Learning

2020 began with the usual optimistic and positive approach to working with local primary schools in experiencing the World War One and Lymm Then and Now programmes. By January 2020 a number of schools had booked to attend the Centre and experience and enjoy one of the programmes such as Statham C.P. Year 6 class who visited the centre for the W.W.1 programme on 27<sup>th</sup> January. Unfortunately, when Covid 19 arrived, government instructions did not permit such gatherings and other planned visits had to be postponed indefinitely. This was a major blow to the Centre and other institutions, businesses, groups, churches, hospitality etc. in the village but the Centre could still focus on the future and plan for when some form of normality might return to the village.

Hence schools indicated that when the Heritage Centre is once again open for children's visits, they would enthusiastically book into one of the programmes although this might be the 2021/22 academic year rather than 2020/21. Schools' previous evaluations of their visits and experiences have always been very positive and there is no reason for that to change. We also look forward to being able to take advantage of the many new exhibits as well as the growth of the Lymm Digital Archive and to incorporating these resources into our sessions.



*Lymm's shop window display promises to be a valuable new resource for school visits.*

Many people in the village would like the Centre to re-open and enjoy the continued progress it makes in sharing our heritage as soon as safety allows.

## 7. Archiving.

The Covid 19 crisis may have temporarily required Lymm Heritage Centre to close its doors – but this energised the digitisation team to explore and discover new ways of working.

This was certainly achieved by Technical Lead, Carol Sparkes, devising new methods of remote working from home - and meaning less reliance on shared access to the Centre's office space.



*Our archiving team –pre lockdown. L to R  
Glynis Allen, Carol Sparkes, Alan Taylor*

This included seamless operations for scanning and loading images, both photographs and documents, for categorisation and interpretation. The overall result is now a fast growing record of Lymm life during the past 150 years with more than 3,000 entries.

The latest addition to the Archive is the 'Community Chest' which includes the collection, 'Locked Down in Lymm' by Lymm Photographic Society. Engaging with this community group enabled capturing this snapshot in time, and will prove to be an accurate reminder of how it was for people who lived in Lymm during this pandemic - and which has affected so many. See the deserted streets, shop signs, tributes to the NHS, rainbow drawings, socially distanced shopping, street parties and much more.

Now the team, with significant contributions from local history enthusiast, Roger Hannam is working on an extensive and ambitious project 'Listed Lymm', recording all the listed structures and buildings within the surrounding area. Linking in with Historic England, this is now adding extensive and rich research value to the Archive.

The screenshot shows the LyDia website interface. At the top, there is a search bar and a menu. The main content area displays a postcard titled 'Rushbearing float'. To the right of the postcard is an 'Image Details' section with the following information:

Location	Maltman's Road, Lymm
Photographer	
Donor	Walter Struthers
Era	
Medium	Postcard
Image Reference	LH00686
Copyright	
Owner	

Below the postcard, there are navigation links for '< Previous' and 'Next >'. A 'Related Collections' section shows two thumbnails: 'The Alan Taylor Collection' and 'Rushbearing'. At the bottom, there is contact information for The Lymm Heritage Centre and logos for LyDia, Lymm Heritage Centre, and the Lymm Heritage Fund.

*The Lymm Archive is simple to use with many great features including easy searches and zoom-in.*

The team is also now actively looking for volunteers both in managing the archive and helping to add important stories to images through their recollections. More information at [thelymmarchive.co.uk](http://thelymmarchive.co.uk).

Since launching our new system in 2019, the Archive web site has had 3,425 unique visitors worldwide. It demonstrates how sharing Lymm's Heritage underpins everything that we do. The team (Glynis Allen, Alan Taylor, Carol Sparkes) is proud to be delivering on a key aim of the Heritage Lottery Fund project.

## 8. Oral history

The pandemic has meant that we had to stop activities in this area because it has not been possible to visit people or to maintain social distancing. We will commence further interviews when we are able to do so.

## 9. Volunteers

Lymm Heritage Centre normally opens Thursday to Sunday afternoons (12 noon to 4pm in winter and 1pm to 5pm in summer) staffed entirely by volunteers. However, since 15 March 2020 we had to close for the majority of the year in accordance with Government covid instructions for museums. (see Appendix A for details). This was very disruptive and impacted our visitor numbers, donations and sales. Additionally, out of around 55 active Centre volunteers, 20 decided not to volunteer because of illness or concern of the risk of catching Covid 19 and a further 2 moved away from the area. Like many other charities almost all of our volunteers are retired with many over 70. Some were obliged to shield. 7 new volunteers have joined us during the year and we are hoping that several of those that dropped out will return. Centre volunteers remain a vital, tremendous asset to the Centre. Without them the Centre would not be able to open. Volunteer activities extend well

beyond the stewarding of the centre to cover digitisation, education, research, exhibition design and layout, and a variety of administrative tasks from room hire management to Friends' scheme administration as well as management activities. It is estimated that total volunteer hours during the first three and a half years of the Centre's life amounted to 16,000 to 20,000 hours with volunteering on public open days amounting to around a third of the total.



L to R: Brian Harman, Georgina Wood, Ian Crowe, Roger Hannam, Chris Wakefield and Steve Walsh.

*Roger Hannam pulled together a one-off team to clean up the slitting mill site in conjunction with the mounting of the new exhibit about the mill.*

A new IT sub-group was formed during the year under the guidance of Carol Sparkes to catalogue and manage the Centre's growing collection of IT equipment.

The trustees in particular have been very busy, navigating the rules and restrictions, ensuring the Centre is Covid compliant when open, seeking other funding sources and keeping the rest of the team informed.

## **10. Friends and Sponsors**

The Centre now has 123 memberships. Many of them are joint, meaning almost 200 members in total. Membership is £12 p.a. for individuals and £20 for couples. In total and including Gift Aid, this brings in around £2,700 per annum. As far as possible we encourage membership payment by standing order. Members receive regular news updates and also invitations to events and activities – although events were necessarily curtailed by the pandemic in 2020. Some of these Friends go on to become volunteers or to support us in kind in other ways. We also have a business sponsor at £100 p.a. Friends and sponsors provide a vital, reliable, regular source of income and we continue to be keen to grow this area as much as possible but need to consider ways of introducing the scheme to visitors more proactively.

## 11. Premises

There have been no major expenses or running repairs on the fabric of the Centre. Some changes have been made to layout associated with enhancement of the exhibition space.



*The Heritage Centre premises make an attractive and striking addition to the village centre scene.*

Seven metres of flexible track lighting have been fitted in the rear half of the room to enhance illumination of the displays in that part of the room. One pair of roof blinds has also been fitted to further improve the impact of the lighting. Cupboards below the internal shop window displays have been relocated in the office with a new, larger working surface.

We would still benefit from a volunteer “handyman”, or woman who could undertake occasional minor repairs or additions to the space.



*The window display was changed regularly through the year, including for a Remembrance window which has become an annual feature under the leadership of volunteer team member Ray Banton.*

## 12. Additional / Miscellaneous Activities

The Centre worked with a local community group “Lymm Rocks” to bring a semi-permanent display to the exterior of the building. Lymm Rocks members produce paintings on small smooth stones, typically about the size of the palm of a hand. These are usually semi-hidden for visitors to find on walks and then relocate. From time to time these are produced to a theme. The group were keen to find a more permanent home for a collection that celebrated village life, its many businesses and groups as well as marking the lockdown experience.



*The Lymm Rocks display has been a popular local feature particularly at a time when the Centre was not able to open to the public.*

We worked with the team to set almost 100 stones into specially made paving slabs positioned outside the Centre. They have proven popular and brought many extra visitors to the vicinity of the Heritage Centre.

Members of the wider team also undertook a visit to a local seniors’ residential home in February for a session about the canal in Lymm. Sadly, any plans for further activities were curtailed by lockdown.

## 13. On-line presence

In a year that saw the Centre closed for long periods, our online reach became an even more important means of sharing heritage. The Heritage Centre is represented in five main ways online.

1. **The Centre website** [www.lymmhic.co.uk](http://www.lymmhic.co.uk) -with over 90 pages of information we have created a rich set of resources on Lymm history as well as providing information about the Centre itself – during 2020 the website received 4,769 unique visitors for 6,702 site sessions, averaging over 13 minutes.



### Morris Dancing

Morris dancing is a regular feature of Lymm life and Lymm Morris dancers and other Morris sides can regularly be seen performing at the Lymm May Queen Festival, the Rushbearing and Dickensian Festival. Although there are many theories about the origins of Morris dancing, the only certainty is that it has been a feature of English life for a long time, with the earliest written reference to it being from 1448.

As noted in the article on Rushbearing Morris dancing was taking place in Lymm as early as 1817. Morris dancers appeared in the village at Rushbearing time throughout the Victorian era even though the Wakes week celebrations were largely replaced by trips to the seaside. In 1890 two troupes of dancers turned up on the Saturday when Tom Holt led his troupe from Sandy Lane with Tom Brooks at the head of his troupe from Booths Hill and later in the 1890s there were three troupes parading in the village on the same day. Many of the dancers were fustian cutters and, instead of handkerchiefs, they used large pieces of fustian to create a 'crack' sound with their hand movements. Despite the decline of the Rushbearing, Morris dancers continued to turn out until 1915 when it was noted in the Runcorn Examiner that, 'all the dancers are now at the front, even "the old woman" with the spoon and bell!'



Detail from a re-imagining of how the Morris troupe may have looked, leading the Rushbearing in mid-Victorian Lymm: from an oleograph held by Castle Museum York. Note the 'old woman' with the collecting ladle. You will find her in the next two photographs too.

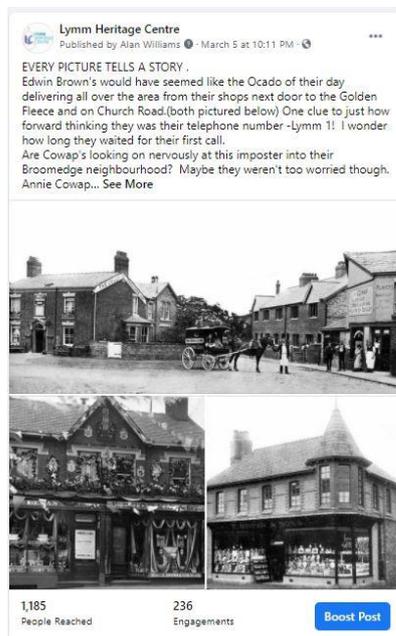
*The Heritage Centre website holds a wide range of information and resources, with further additions made during 2020*

2. **The Lymm Heritage Shop** – [www.lymmheritageshop.co.uk](http://www.lymmheritageshop.co.uk). It was decided to launch this new initiative in November to provide a professional looking and easy to use system. It has been successful to date and generated orders totalling £1,800 in the six week run up to Christmas.
3. **The Lymm Digital Archive ( aka LyDiA)**. [www.thelymmarchive.co.uk](http://www.thelymmarchive.co.uk) A key part of our Heritage Lottery project was to deliver a secure, searchable, shareable archive. This was a part of the project that the team were able to continue to work on remotely during the year, with the result that the archive now has over 3,000 entries: mainly photographs but also advertisements and documents. Since the launch of the archive in 2019 it has received 3,409 visitors for 6,306 sessions.



*The home page of The Lymm Archive.*

4. **Heritage Centre Facebook group has 2,573 followers** and has been an important way of sharing heritage stories but also promoting the Centre and introducing new merchandise. Some posts reached over 2,000 people with a total cumulative reach of posts through the year of over 88,000.



*Heritage Centre Facebook posts typically attract 1,000 viewers and are an important way of spreading understanding of the village's past.*

5. **Lymm Memories Facebook group-** approx. 2,400 members This is mainly a reminiscence group administered on our behalf by a lifelong resident of Lymm. Members also help with information for the archive and provide stories and information for publications. Between Jan 31<sup>st</sup> 2020 and Jan 24<sup>th</sup> 2021 there were 581 posts prompting over 13,000 comments and 25,000 reactions. It has been a valuable source of contact for many older people during this difficult year and has helped to keep them connected with friends and acquaintances.

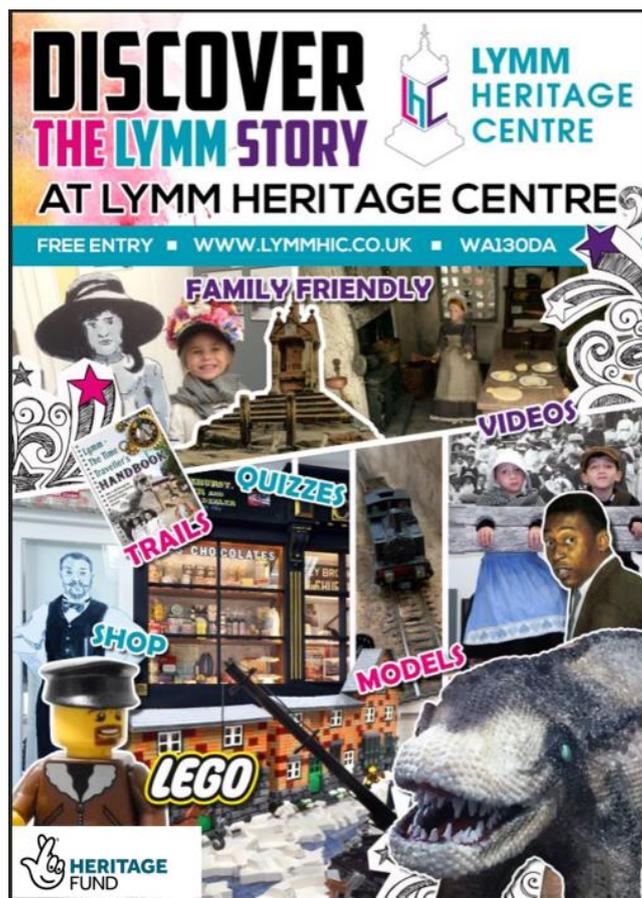


*Lymm Memories Facebook group: a great focus for reminiscence for thousands.*

In addition to the above the Centre has a mailing list of approximately 400 who receive at least quarterly newsletters. The Centre also has an Instagram account which is still in its infancy. The Centre would benefit from additional specialist resource to help develop the online presence and impact.

## 14. The Year Ahead

At the time of writing, we anticipate being able to reopen to the public on May 20<sup>th</sup> based upon Step 3 in the government timetable taking effect on May 17<sup>th</sup>. Once we are close enough to be confident of our reopening date, our major effort will be to market and promote the Centre with all of its new exhibits and attractions. In anticipation of that we already have a new design of banner/poster which can be used for advertising, marketing and display under the theme “Discover the Lymm Story at Lymm Heritage Centre”. We will also take the opportunity to participate in events like Lymm Festival and Heritage Open Days.



*A new publicity poster that aims to broaden the appeal of the Centre.*

Also, at the time of writing there are plans to go ahead with Lymm Historic Transport Day on June 27<sup>th</sup>. This would potentially be preceded by our annual four day canal education activities between June 22<sup>nd</sup> and June 25<sup>th</sup>. Hopefully this will serve to relaunch our learning programme with local primary schools for the autumn term. A number of other initiatives are underway with uncertain completion dates.

- Listed Lymm: a project to produce a more detailed account, supported by photographs of Lymm’s 50+ listed buildings, monuments and sites: managed by Roger Hannam.
- Disappeared Lymm: A project run by The Lymm Archive: managed by Glynis Allen.
- Lymm In Colour: A new publication: managed by Alan Williams and Alan Taylor, possibly supported by an exhibition.

- Archive development. This would be partly through working with other organisations.
- There are a number of minor enhancements to the current exhibition still to be completed.
- Planned collaboration with the “Lymm Rocks” community group to paint, exhibit and then place around the village painted pebbles based on images from the Lymm Archive. This exercise would help to raise the profile of the Archive and increase visitor numbers.
- We have opened discussions with the new owners of Lymm Hall. We are fortunate that they are enthusiastic supporters of history and heritage and we will be exploring ways of working with them collaboratively over the coming year.

Contact -

Alan Williams – Chair of Trustees 05740-096282

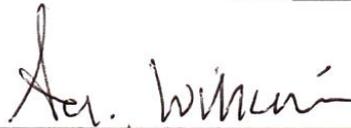
[lymmheritagecentre@gmail.com](mailto:lymmheritagecentre@gmail.com)

[www.lymmhic.co.uk](http://www.lymmhic.co.uk)

**TRUSTEES REPORT APPROVED**

DATE 25 MARCH 2021

Alan Williams- Chair of Trustees



Patrick Knowles – Treasurer



## APPENDIX A

### APPENDIX A

#### Closures due to Covid.

In total the Heritage Centre was only fully open to the public for 5.5 months through 2020 with approximately one further month when we were open for retail only. By and large we were responding to government rules though in a couple of instances we closed earlier or limited access as a further precaution due to our own views on the situation locally.

02-Jan	Centre reopens after Christmas break
15-Mar	Centre closed - trustee decision (17/3/20) in light of rising case numbers
23-Mar	Prime minister announces national lockdown starting 24 March
24-Mar	National lockdown starts - museums banned from opening
04-Jul	Museums allowed to re-open and Heritage Centre re-opens
28-Jul	Exercise classes allowed to resume
02-Oct	Trustees decide to temporarily close Heritage Centre in light of rising case numbers
Late Oct	Trustees decide to re-open Heritage Centre but for retail only
31-Oct & 01-Nov	Centre re-opens, retail only
05-Nov	Centre closes as England lockdown starts for 4 weeks – non-essential shops and museums legally obliged to close. Exercise classes prohibited.
02-Dec	England lockdown ends - all non-essential shops can re-open and museums in Tier 1 and 2 areas. Warrington in Tier 2. Exercise classes permitted in Tier 2
03-Dec	Centre re-opens retail only for December (trustee decision) and room hire re-commences
23-Dec	Centre as retail only closes for Christmas
31-Dec	Warrington and most of north west put in Tier 4 - museums and non-essential shops obliged to close. Indoor exercise classes prohibited.
05-Jan 2021	England national lockdown starts - to try and contain sharply rising case numbers - partly driven by new more infectious "UK" variant

**LYMM HERITAGE INFORMATION CENTRE**
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020**

	Total funds	Restricted funds: NLHF grant *	Unrestricted funds	Total funds
	2020	2020	2020	2019
	£	£	£	£
<b>A1 RECEIPTS</b>				
Donations	14,931		14,931	14,426
Sale of goods	14,216		14,216	13,212
Local authority Covid support grants	11,334		11,334	
Lymm Parish Council grant	2,000		2,000	5,000
Education income	150		150	1,256
Walks and talks	110		110	768
Room hire	1,952		1,952	3,116
Interest income	1,049		1,049	52
Gift Aid receipts	863		863	2,625
Heritage Lottery Fund grant				35,280
<b>TOTAL RECEIPTS</b>	<b>46,605</b>	<b>0</b>	<b>46,605</b>	<b>75,735</b>
<b>A3 PAYMENTS</b>				
Purchases of goods	9,430	1,962	7,468	5,496
Rent	7,000		7,000	
Utilities and broadband	1,588	1,387	201	1,608
Insurance	821	718	103	778
Minor capital items	2,193	1,638	555	709
Software licences and support	502	179	323	15,795
Exhibition costs	8,385	7,326	1,059	7,535
Education costs				477
Training costs				550
Publicity	358	178	180	470
Refreshments	71		71	109
Cleaning	581	457	124	187
Printing, postage & stationery	147	112	35	333
Subscriptions	62		62	116
Sundry expenses	974	270	704	1,163
Repairs and renewals				339
Retail goods selling costs	508		508	
Transfer	0	98	(98)	
<b>Sub total</b>	<b>32,620</b>	<b>14,325</b>	<b>18,295</b>	<b>35,665</b>
<b>A4 ASSET &amp; INVESTMENT PURCHASES</b>				
Exhibition blocks/display cases	180	157	23	1,692
IT and electrical equipment	4,744	4,145	599	286
Models	331	289	42	3,052
Other fixtures, fittings and equipment	2,963	2,589	374	1,945
<b>Sub total</b>	<b>8,218</b>	<b>7,180</b>	<b>1,038</b>	<b>6,975</b>
<b>TOTAL PAYMENTS</b>	<b>40,838</b>	<b>21,505</b>	<b>19,333</b>	<b>42,640</b>
<b>NET RECEIPTS/(PAYMENTS)</b>	<b>5,767</b>	<b>(21,505)</b>	<b>27,272</b>	<b>33,095</b>
Cash funds at 31 December 2019	85,297	24,451	60,846	52,202
Cash funds at 31 December 2020	91,064	2,946	88,118	85,297

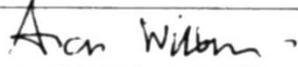
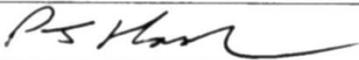
\* National Lottery Heritage Fund grant - see Note 1 for more details

## STATEMENT OF ASSETS &amp; LIABILITIES AS AT 31 DECEMBER 2020

	Total	31/12/2020 Restricted funds NLHF grant	Unrestricted funds	31/12/2019 Total
	£	£	£	£
<b>B1 CASH FUNDS</b>				
Cash in hand	135		135	125
Cash at bank	90,929	2,946	87,983	85,172
	<u>91,064</u>	<u>2,946</u>	<u>88,118</u>	<u>85,297</u>
<b>B2 OTHER MONETARY ASSETS</b>				
Gift Aid debtor	696		696	820
Trade debtors	45		45	254
Accrued interest receivable	633		633	563
	<u>1,374</u>	<u>0</u>	<u>1,374</u>	<u>1,637</u>
<b>B4 ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>				
Retail stock	1,831		1,831	443
Exhibition blocks/display cases	8,616	7,108	1,508	8,436
Carpet	2,900		2,900	2,900
IT and electrical equipment	10,271	8,967	1,304	5,527
Exhibition models	3,383	2,955	428	3,052
Other fixtures, fittings and equipment	7,002	4,918	2,084	4,039
	<u>34,003</u>	<u>23,948</u>	<u>10,055</u>	<u>24,397</u>
<b>B5 LIABILITIES</b>				
Trade creditors	222		222	219
Accruals	141		141	934
Provision for dilapidations	2,150		2,150	1,550
	<u>2,513</u>	<u>0</u>	<u>2,513</u>	<u>2,703</u>

Signed by two trustees on behalf of

all the trustees:

Signature	Print Name	Date of approval
	ALAN WILLIAMS	25/3/21
	PATRICK KNOWLES	25/3/21

## LYMM HERITAGE INFORMATION CENTRE

### NOTE TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1) National Lottery Heritage Fund grant

In March 2017 the charity was notified that it had been successful in its application to the Heritage Lottery Fund for a grant of up to £88,200 being 87% of the total eligible project cost of £100,950 towards a project to establish a heritage centre for Lymm and to engage the community with its history. Subsequently the Heritage Lottery Fund was renamed the National Lottery Heritage Fund.

The grant was payable in stages with the first tranche of £44,100 being received in 2017 and the second of £35,280 received in 2019. In total 90% of the grant was received to up to 31 December 2020.

The grant is for certain approved purposes - principally furnishing and equipping the building, developing a core exhibition, setting up a digital archive and working with schools and other organisations to develop activities associated with the history of Lymm.

As the purposes of the grant are somewhat narrower than the Objects of the charity, the grant has been treated as a restricted fund and the accounts prepared accordingly.

The approved purposes of the grant had to be completed by 31 January 2021 and any grant monies received but not spent returned to the National Lottery Heritage Fund.

As at 31 December 2020 some 87% of the total maximum grant amount of £88,200 had been spent.

In January 2021, a further £1,115 of the grant was spent prior to the project end date of 31 January 2021. This left £1,831 repayable to the National Lottery Heritage Fund. In February 2021 the Fund waived repayment of this amount and advised that the charity could retain the money in order to help sustain activities in the future.

No specific conditions attach to this retained amount.

**Section A Independent Examiner's Report**

Report to the Trustees / Members of: LYMM HERITAGE CENTRE

Charity Ref: 1164961

On accounts for the year ended: **31/12/2020**

**Respective responsibilities of trustees and examiner:** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement:** My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement:** In connection with my examination, no matter has come to my attention (~~other than disclosed below \*~~)

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\*Please delete the words in brackets if they do not apply.

Signed:

*H. Hickin*

Date:

*3/4/21*

Print Name: HELEN HICKIN

Relevant professional qualification(s) or body (if any):

BSc Mathematics; MA Operational Research

Address: 19 The Square, Lymm, Cheshire. WA13 0HX