

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF GOVERNANCE (on behalf of the Trust)	FINANCE AND DEMOCRACY COMMITTEE	30 JANUARY 2023	8
<b>LYTHAM INSTITUTE – CHARITY REPORTING</b>			

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

This report outlines the information that the Council as trustee is required to submit to the Charity Commission regarding Lytham Institute as part of an annual return that all charities are required to make.

### RECOMMENDATION:

The committee is asked to:

1. Approve the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2022 as shown at the appendices to this report for submission to the Charity Commission by the statutory deadline of 31<sup>st</sup> January 2023.

### SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 25 January 2021: Approved the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2020.

Finance and Democracy Committee 24 January 2022: Approved the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2021.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	
Efficiency – By spending money in the most efficient way	
Tourism – To create a great place to live and visit	

### REPORT

#### Charity Commission Return

1. The Trustee (The Council) must make an annual return to the Charity Commission regarding Lytham Institute as part of an annual return that all charities are required to make. This return sets out the objectives and activities of the Trust, its achievements and performance, and incorporates a financial review together with any information on structures, governance, and management. The proposed return is attached at Appendix A to this report.

## Preparation and Independent Examination of the Financial Accounts of the Trust

2. As the charity's trustee, Fylde Council is also responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Council has sought the advice of specialist accountants (Rushtons) in the preparation of the accounts because charity accounts must be compiled in accordance with specific reporting standards. Rushtons have also undertaken the independent examination of the charity's accounts required under section 145 of the act. The accounts are shown at Appendix B to this report and the committee is requested to approve those accounts prior to the submission of the accounts to the Charity Commission as is required.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	The return and reports are required to be submitted each year by every charity, unless exempt.
Community Safety	None
Human Rights and Equalities	None.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None.

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	<a href="mailto:ian.curtis@fylde.go.uk">ian.curtis@fylde.go.uk</a> or 01253 658506	17 January 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Lytham Institute Trustees Annual Report to 31 <sup>st</sup> March 2022		Town Hall, Lytham St Annes
Lytham Institute Annual Accounts to 31st March 2022		Town Hall, Lytham St Annes

### Attached Documents:

Appendix A - Lytham Institute Trustees Annual Report to 31<sup>st</sup> March 2022

Appendix B - Lytham Institute Annual Accounts to 31st March 2022