

## DECISION ITEM

| REPORT OF                                   | MEETING                         | DATE            | ITEM NO |
|---|---------------------------------|-----------------|---------|
| DIRECTOR OF RESOURCES                       | FINANCE AND DEMOCRACY COMMITTEE | 24 JANUARY 2022 | 7       |
| <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 corporate trustee (the Council) 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:

Approve the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2021 as shown at the appendices to this report for submission to the Charity Commission by the statutory deadline of 31<sup>st</sup> January 2022.

### SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 25 January 2021: To approve the Trustees Annual Report and Annual Accounts for the period to 31<sup>st</sup> March 2020 as shown at the appendices to [the] report for submission to the Charity Commission by the statutory deadline of 31<sup>st</sup> January 2021. *(N.B. The annual report and accounts were in fact not required to be and could not be submitted last year as the charity was then deemed to be newly registered)*

### 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

- 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 as required under section 145 of the Charities Act 2011. 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            |
|-------------|---|-----------------|
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| BACKGROUND PAPERS  |      |                                |
|--|------|--------------------------------|
| Name of document   | Date | Where available for inspection |
| Lytham Institute Trustees Annual Report to 31 <sup>st</sup> March 2021 |      | Town Hall, Lytham St Annes     |
| Lytham Institute Annual Accounts to 31st March 2021                    |      | Town Hall, Lytham St Annes     |

**Attached Documents:**

Appendix A - Lytham Institute Trustees Annual Report to 31<sup>st</sup> March 2021

Appendix B - Lytham Institute Annual Accounts to 31st March 2021