



Trustees' Annual Report for the period

From 1st April 2019 to 31st March 2020

Charity name: **The Lytham Institute**

Charity registration number: **1186995**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To maintain Lytham Institute for public use under the provisions of the Public Libraries Acts 1892 – 1901 and the Museum and Gymnasiums Act 1891 or any Acts re-enacting or amending the said Acts or any of them
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity has maintained and managed the Lytham Institute building and has ongoing arrangements with several community groups. Activity has been limited following the library operator ceasing its activities from the building. Lytham Heritage Group and the Civic Society occupy rented space on the first floor of the premises.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustee has had regard to Charity Commission guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	NA
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	Several community groups, including the Heritage Group & Civic Society, have an involvement in the use of the building historically although its future use is to be the subject of consultation going forward.

Other		NA
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society.	Para 1.20	<p>Lancashire County Council formally surrendered their user rights to occupy part of Lytham Institute building on 30 July 2020.</p> <p>Following the library/registrars operator ceasing its activities from the building use has been limited to the following community activities:</p> <ul style="list-style-type: none"> • yoga • slimming club • music society / judo • dog agility classes • Lytham Heritage Group storage • Lytham Civic Society office <p>A comprehensive building condition survey was undertaken in 2019. The survey estimated that the cost to convert/refurbish the building for future community/public use was £1,689,669.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NA
Performance of fundraising activities against objectives set	Para 1.41	NA
Investment performance against objectives	Para 1.41	NA
Other		One of the main items of expenditure for the Trust last year was the building survey which was a key piece of work to be considered against the future use of the building

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial statements for the Trust are contained in a separate document appended to this report.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	NA
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	NA
Other		NA

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Indenture dated 29 September 1917
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	No trustees have been appointed since 1917. The sole trustee expects to seek a change to its trusts to (inter alia) enable it to appoint additional trustees.

Reference and Administrative details

Charity name	The Lytham Institute
Other name the charity uses	
Registered charity number	1186995
Charity's principal address	Town Hall Lytham St Annes FY8 1LW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fylde Borough Council			
2				
3				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Fylde Borough Council		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		