



# **Annual Report and Financial Statements 2010**

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## Trustees' Annual Report for the period 1 January 2010 to 31 December 2010

### Reference and administration details

**Registered charity number**            1061176

**Charity's principal address**            Youell House  
     1 Hill Top  
     Coventry  
     **CV1 5AB**

Patron                                        Her Majesty's Lieutenants of Warwickshire and the West Midlands

President                                     The Lord Bishop of Coventry

Vice President                             The Bishop of Warwick

### Names of the charity trustees who manage the charity

Office	Trustee name	Dates	Name of body entitled to appoint trustee
Chair	Mr Peter Woodward	Jan – Dec 2010	Election
Vice Chair	Mr Michael Stansbie	Jan – Dec 2010	At
Treasurer	Miss Denise Hiscox	Jan – Sept 2010	
	Mr Adrian Williams	Sept – Dec 2010	
Secretary	Mrs Helen McGowan	Jan – Dec 2010	
	Mrs Jenny Blair	Jan – Dec 2010	
	Mrs Margaret Lloyd	Jan – Dec 2010	Annual
	Mr Ted Hiscocks	Jan – Dec 2010	
	Mr Martin Williams	Jan – Dec 2010	
	Mrs Brenda Stokes	Jan – Dec 2010	General
	Mr David Williams	Jan – Dec 2010	
	Mrs Corrine Hepburn	Jan – Dec 2010	Meeting
	Mr Richard Chamberlaine-Brothers	Jan – Dec 2010	
	Ms Jain Galliford	Jan - Dec 2010	

## Names and addresses of advisers

Type of advisor	Name	Address
Independent Examiner	D W Spafford FCCA	25 Ivybridge Road, Coventry, CV3 5PF
Bankers	HSBC plc	55 Corporation Street, Coventry, CV1 1 QJ

## Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution – adopted on 28 September 1996
How the charity is constituted	An Association
Trustee selection methods	Elected at the Annual General Meeting

### Additional governance issues

- **The charity's organisational structure and any wider network with which the charity works.** The Friends Council consists of a Chair who is elected, but not restricted to a specific term of office. The Vice-Chair, Secretary, Treasurer and other Council members are elected at the Annual General Meeting for a three-year term of office, renewable for a further three-year term before they must stand down. The council meets a minimum of six times a year.
- **Relationship with any related parties.** The Friends of Coventry Cathedral is an independent body but works closely with the staff and members of The Cathedral. The Chair meets with the Dean regularly.
- **Trustees' consideration of major risks and the system and procedures to manage them.** There is a duty for the charity trustees to identify and review the risks that the Charity is exposed to and to assess the impact of such risks. The Council's opinion is that risks for its various activities have been identified and appropriate action taken.

## Objectives and activities

**Summary of the objects of the charity set out in its governing document** The objects of The Friends are to promote the restoration, maintenance, repair and improvement of the fabric, ornaments and furniture of the Cathedral Church of St Michael, Coventry and to maintain public worship and support the ministry of Coventry Cathedral within the diocese and internationally.

**Public benefit** The trustees confirm that they have referred to the guidance contained in the Charity Commission's General guidance on public benefit when reviewing the Charity's aims and objectives.

**Summary of the main activities in relation to these objects**

### Membership

We aim to maintain and grow our annual and life membership.

### Communication

We communicate to members via newsletters, a web site, e-mail update and the weekly cathedral bulletin

### Events

We promote a regular series of events to engage members with aspects of life at the Cathedral, for Friends to meet up and also a source of new members and fund raising.

### Funding

We make grants towards projects and activities that meet our agreed funding guidelines. At the beginning of each year, after Restricted, Designated and Annual Membership Funds have been deducted; half the

remaining balance is made available to fund projects in that year. A 'Life Members Designated Fund' ensures Life Members can be serviced in the future.

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Membership

We have stabilised our existing membership and are steadily recruiting new members. We have improved our subscription collection system.

We achieved a net increase in full members during 2010 of 52, which is a 15% increase. In addition Friends Council created a new category of complimentary 'Associate Membership' for 'Cathedral Liaison Officers' who are based in parishes within the Diocese.

<b>Friends Membership Numbers</b>				
<b>Year</b>	<b>Full Annual</b>	<b>Full Life</b>	<b>Associate</b>	<b>Total</b>
2010	258	161	118	<b>537</b>
2009	215	152	-	<b>367</b>
2008	166	132	-	<b>298</b>
2007	132	96	-	<b>228</b>

#### Communication

Two 8-page full colour newsletters were circulated during 2010. The website was kept up to date and we introduced a monthly e-mail update to members remains a priority; with two newsletters produced, regular updates to the Friends web site and an e-list updating members with access to the internet.

#### Events

Our programme of events is attracting a high reputation for quality and variety. Events were attended by over 1000 people during the year.

- **January** – 'And Freedom for All' 50 people attended event to coincide with launch of exhibition at on Martin Luther King, including talk by Canon David Porter and mini-concert with Amici
- **February** – 'My Special Places' 85 people attended conversation with Canon Adrian Daffern, shortly before leaving his office as Cathedral Precentor
- **March** – 'The Stonemasons of Coventry Cathedral': 90 people heard retired stonemason, Roy Burnett', from Staffordshire tell his story of crafting the stones for the new Cathedral. He presented a display case of original tools to the Cathedral, now on display in the Visitor Gallery.
- **April** – **Concert - Chamber Choir of Dresden Faruenkirche** – The Friends organised a concert by this fine choir attended by over 300 people on Easter Monday followed by a friendship reception.
- **May** – **John Hutton, Artist and Glass Engraver** - 75 people enjoyed a fascinating talk by Marigold Hutton about the life and artistry of the man who designed and executed the engravings on the Great West Scheme.
- **July - Big Tea and Open Garden:** Over 100 attended this event at the Chairman's cottage garden with stalls and recorder concert. £600 was raised
- **September - Heritage Open days:** The Friends co-ordinated the Annual Open Day at the Cathedral. Many hundreds visited the Cathedral and there were demonstrations of the bells, the organ, robes and many other attractions.

- **October – My Special Places** Canon David Robinson shared his story and insights to a packed lecture Hall
- **October – The idea was good’** Over 150 attended a lecture by Michael Foster about the story of Britten’s War Requiem
- **November `Light in our Darkness` Advent service refreshments.** Mulled wine and mince pies were served to 200 guests after the Advent service.

## Financial review

### The charity’s policy on reserves

There is a basic expectation that funds raised should be expended as soon as possible on the objects of The Friends – the promotion of the work of Coventry Cathedral. However, due to the nature of various projects and the requirements of the Cathedral, funds raised may not be fully expended each year, but will be used for charitable purposes over a reasonable timescale.

The trustees have examined the Charity’s requirements for reserves in the light of the main risks to the organisation. The reserves are needed to meet the working capital of the charity and to ensure that we can maintain a service to life members.

During the year our priority has been to ensure that projects are carried out to a high standard. Council has been prudent only to support projects with a genuine opportunity to further its objects.

### • The charity’s principal sources of funds

In the year 2010 there was an excess of expenditure over income of £14,239. This compares with an excess income over expenditure of £18,211 in 2009 and £16,700 in 2008. This is as a result of only modest legacy income in 2010 compared to previous years. More particularly the fact that we made substantial grants for a range of projects that came to fruition, totalling £22,200. This is the most that has ever been committed in a single year during the entire history of the Friends

Income from subscriptions was £4,879 in 2010, although down on 2009 figure of £6,563, mainly as a result of a ‘spike’ in life memberships that year.

Net income from The Friends activities and sales totalled £2,586 compared with £1,567 in 2009 and £1,589 in 2008. This was mainly through income derived from promoting the programme of events.

Additional income was derived from the sale of Christmas cards and notelets, commission on a limited edition picture, the collection and sale of aluminium cans and concerts given by ‘Amici’.

Donations have contributed to the care of The Cathedral building and its ornaments, helped maintain its public worship and supported its ministry.

### • How expenditure has supported the key objectives of the charity.

Funds have also been used to raise the profile of The Friends both inside and outside The Cathedral Community.

Funding totalling £22,200 paid/committed to projects in 2010 is as follows:

- Cathedral noticeboard outside shop
- Completion of leather re-upholstery work in nave
- Nave improvements and giving boxes
- Prayer books for daily services in nave
- Projector with carrying case
- special service candle holders for Nave choir stalls
- Maintenance department equipment
- Reconciliation notice board /leaflets
- Nave Christmas tree
- Robes for Cathedral servers

## **Declaration**

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

Mr Peter Harry Woodward

Mr Adrian Williams

**Position**

Chair

Treasurer

**8 August 2011**

# Independent examiner's report on the accounts

Report to the trustees/  
members of

THE FRIENDS OF COVENTRY CATHEDRAL

On accounts for the year  
ended

31 December 2010

Charity no

1061176

Set out on pages

8 - 12

**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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 that 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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Signed:

Date:

9 August 2011

Name:

David W Spafford FCCA

Address:

25 Ivybridge Road, Coventry, CV3 5PF