



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	01	2019	<b>To</b>	31	12	2019

## Section A Reference and administration details

**Charity name** Kirkby Lonsdale and District Civic Society

**Other names charity is known by**

**Registered charity number (if any)** 502315

**Charity's principal address** c/o The Secretary:  
34 Queen Elizabeth Court

Kirkby Lonsdale

CARNFORTH

**Postcode**

LA6 2FF

### 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	Mrs A Burgess	Chairman		
2	Mr D Stocks	Secretary		
3	Mr M Butcher	Treasurer		
4	Mr P Smith	Membership Secretary		
5	Mrs M Bunch	Committee		
6	Ms L Seignot	Committee		
7	Mr M Marczynski	Committee		
8	Mrs A Phillips	Committee		
9	Mrs M Stocks	Committee		
10	Mr D Pelter	Committee		
11	Mr N Flight	Committee	From 11/3/19	
12				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Association
Trustee selection methods (e.g. appointed by, elected by)	Elected annually at the Society's Annual Meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--	--

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Society exists for the public benefit for the following purposes:

- To protect and preserve and stimulate public interest in the area comprising the civil parishes of Kirkby Lonsdale, Barbon, Casterton, Hutton Roof, Lupton, Mansergh and Middleton which area is hereinafter referred to as "the area of benefit".
- To promote high standards of town planning and architecture in or affecting the area of benefit.
- To inform the public in the geography, history, natural history and architecture of the area of benefit.
- To secure the preservation, conservation, development and improvement of features of historic or public interest in the area of benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The following is a summary of the main activities undertaken by the society:

To comment on and make representations to the local and other planning authorities in relation to planning applications and other development proposals .

To promote or assist in promoting activities of a charitable nature in furtherance of the civic and cultural life of the residents.

To hold meetings, lectures, exhibitions and courses.

To publish papers, reports and other literature.

To inform the public and to give advice and information

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have undertaken a review to ensure that they fully comply with their duty to ensure that they take into account guidance published by the Charity Commissioners in relation to public benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

1. Provided a winter series of seven monthly illustrated lectures by visiting speakers on topics of local or historical interest, with an average attendance of 50.
2. Reviewed, and then monitored where necessary, all the planning applications submitted to the local planning authorities for developments in 'the area of benefit, 74 in all, making representations on four regarded as detrimental; suggesting [accepted] improvements for one; and supporting a sixth subject to a window detail..
3. Issued and uploaded a members' newsletter in printed and electronic formats.
4. Completed the first stage of a project to develop and populate a website of local heritage material: pictures, documents, recordings, which went live in May.
5. Ran a six week course, with two field trips, on The Vernacular Architecture of the Lake District, with 32 participants.
6. Replaced a shabby sign with an informative plaque about 'Jonty's Smithy' in Kirkby Lonsdale.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Society's current reserves policy was approved at the Annual Meeting held on March 10th 2014. The Society aims to use its incoming funds to promote its objectives whilst maintaining only the minimum necessary reserves; however it does from time to time aim to undertake specific projects for which it builds up designated funds. The Society does not have any employees, nor does it have significant fixed assets, for example buildings, requiring reserves to be held to cover winding up costs or maintenance. It may however need to urgently fund specific activities in furtherance of its objectives for which it is appropriate to hold some level of reserves. It holds a general operating reserve of £2000 and a specific reserve of £2500 to fund any necessary legal advice in relation to planning matters. Other funds may be held from time to time in pursuit of specific projects. The reserves policy is reviewed annually in advance of the Society's Annual Meeting.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## 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)		
Position (e.g. Secretary, Chair, etc.)		

Date