

**HERITAGE LINK**

(A company limited by guarantee and not having a share capital)

**Charity No: 1094793**

**Company Registration No: 04577804**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31ST MARCH 2006**

# Heritage Link

## Company Information

### Trustees

Tony Burton  
Anthea Case (Chairman)  
Stephen Enthoven (Treasurer)  
Jennifer Freeman  
Honor Gay  
Michael Heyworth  
Ian Lush (appointed 15th December 2005)  
David Sekers  
John Sell  
Matthew Slocombe  
Richard Wilkin (resigned 15th December 2005)  
Nick Way (appointed 15th December 2005)

### Secretary

Kate Pugh

### Company Number

04577804 (England and Wales)

### Charity Number

1094793

### Principal Address

89 Albert Embankment  
London  
SE1 7TP

### Registered Office

89 Albert Embankment  
London  
SE1 7TP

### Accountants

Kingston Smith LLP  
Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

### Bankers

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
ME19 4JQ

### Solicitors

Allen and Overly  
1 New Change Lane  
London  
EC4N 9QQ

# **Heritage Link**

## **Report of the Trustees**

### **for the year ended 31st March 2006**

#### **HISTORY**

Heritage Link was incorporated on 30 October 2002 under the Companies Act 1985. The company is limited by guarantee and does not have any share capital. Every Member undertakes to contribute such an amount, as may be required not exceeding £1 to the charity's assets if it should be wound up.

The governing document is the Memorandum and Articles of Association and the Trustees of the charity are the directors for the purposes of company law.

#### **CHARITABLE OBJECTS**

The objects for which the Charity is established are

##### **3.1 For the benefit of the public:**

a. To improve the efficient and effective fulfilment by heritage charities (as defined in the Articles of Association) of their objects; and

b. To promote the efficient application of resources for charitable purposes by non-charitable institutions and organisations especially those established for purposes concerned with the protection, preservation, improvement, enhancement and/or revitalisation of the historic environment (as defined in the Articles of Association); and

##### **3.2 The advancement of education of the public:**

a. In relation to historical and/or architectural significance of buildings and/or sites; and

b. By promoting and encouraging public access to, study and appreciation of, the historic environment.

#### **ORGANISATIONAL STRUCTURE OF THE CHARITY**

Heritage Link operates within guidelines approved by the Charity Commission, whereby the Trustees are the decision making body but they seek approval for major strategic decisions and their activities are reported to members at the Annual General Meeting ("AGM").

Trustees are elected by registered members of Heritage Link at the AGM or co-opted during the year by the Trustees at a Board meeting subject to ratification by members at the next AGM.

The day to day administration of the Charity is carried out by the Secretary at the principal office at 89 Albert Embankment, London SE1.

#### **RELATIONSHIP BETWEEN THE CHARITY AND RELATED PARTIES**

Charities and other organisations within the heritage sector are entitled to register as members of Heritage Link, which is an umbrella body specifically set up to co-ordinate sector initiatives. Donations have been received from some member organisations during the year.

#### **AIMS AND OBJECTIVES**

##### **Work Plans 2005 and 2006**

1. The three Working Groups set up for the period 2002-2005 on Land-Use Planning, Funding and Inclusion developed their programmes as set out in the Work Plan 2005. All met regularly during this period with task groups to manage specific projects. Ben Locker was appointed as Co Chair to the Social Inclusion Working Group. Over the autumn they and Trustees prepared the next Annual Work Plan which was circulated for discussion at the AGM, revised and re-circulated to members in March 2006. Working Groups and the Board also maintain a capacity to respond to initiatives from Government and other major bodies in the sector.

At the AGM 2006 the three themes for Working Groups were confirmed for the period 2006 - 9. An email tier of members enables a wider circle of members to participate.

# Heritage Link

## Report of the Trustees

### for the year ended 31st March 2006 (continued)

#### ACHIEVEMENTS AND PERFORMANCE

Progress against the annual work plan is reviewed at each Board meeting as part of the Trustees' strategic management role. Outcomes are noted below:-

#### 1. Publications

Making Consultation Matter: survey of local amenity groups' experience of local authorities' planning consultations. Stage 1 of the project was completed with a summary of findings published December 2005.

#### 2. Projects:

Heritage Funding Map: Stage 1 was almost complete by 31st March with funding secured to complete Stage 1 and to complete the website in 2006.

Fundraising Skills: desk based survey to inform training provision in heritage and wider cultural sector with the majority of Stage 1 complete (information gathering)

Making Consultation Matter: questionnaire to 1300 local heritage/amenity groups to gather information on engagement with local authority consultations leading to publication of summary of findings at the AGM 2005. Completed.

Diversity Programme: Funding application to English Heritage submitted.

English Heritage commissioned research from Heritage Link:

Action in Developing Heritage Skills under one of the sectoral priorities, Modernising Sector Skills and Working Culture, for the Historic Environment Review Executive Committee (HEREC), and carried out by the Council for British Archaeology.

Two projects for Heritage Counts 2006, the annual audit of the historic environment, to be completed by 31st July 2006:

*Making Consultation Matter* – presentation of the full evidence from the 2005 survey of national, local and regional amenity societies.

*How We do It* - to demonstrate the scale and scope of England's voluntary heritage sector.

The Education Task Group continued as a focus for members interested in education initiatives.

A new Task Group on Rural Heritage was set up to represent Heritage Link on the DEFRA RDR07 Advisory Group and respond to the subsequent consultation.

#### 3. Advocacy

Heritage Link responded on behalf the members to the following consultations either by requesting comments or by identifying a consensus from their own responses:

DCMS consultation *A Giving Culture* on the relationship between DCMS and the voluntary sector submitted on 28<sup>th</sup> June 2005 based on Working Groups' and Board discussion

DCMS consultation *Better Places to Live* submitted on 28<sup>th</sup> June 2005, taking a consensus from members' own responses

Response to the DfES *Beyond the Classroom Learning Manifesto* 19th October 2005 (Education Task Group)

English Heritage Revision to *Principles of Selection for Listed Buildings: Planning Policy Guidance Note 15* on 20<sup>th</sup> October 2005 following request to members to comment

Written Evidence to Commons *Select Committee Inquiry on Heritage* 25<sup>th</sup> January 2006 based on members own responses and request for comment

Brief response to *Royal Commission Study on the Urban Environment* enclosing Heritage Dynamo publication 2<sup>nd</sup> September 2005

Major response to DCMS *National Lottery Consultation* on 27<sup>th</sup> February 2006 signed by 78 members. A response was also submitted to the online questionnaire 27th February 2006

Heritage Lottery Fund pre-consultation on 3<sup>rd</sup> *Strategic Plan* 3<sup>rd</sup> March 2006 following a request to members to comment on improving access to funding

Response to *Barker Review of Land Use Planning* 27<sup>th</sup> March 2006 (Land Use Planning Working Group)

*Heritage Link Update*, the free fortnightly e bulletin, highlights these and other consultations on heritage and voluntary sector issues to a wider public.

# Heritage Link

## Report of the Trustees

### for the year ended 31st March 2006 (continued)

#### ACHIEVEMENTS AND PERFORMANCE (continued)

##### Partnerships:

Heritage Link is part of a consortium of heritage bodies behind the History Matters Pass It On campaign. It also partnered an HLF/National Youth Agency in a preliminary bid to 'v' (Russell Commission on Youth Volunteering).

##### Regional Partnerships

Regional Networking events were organised with North of England Civic Trust on 25<sup>th</sup> April (attendance c80) and with Heritage Trust for the North West on 20<sup>th</sup> January (attendance c90 and oversubscribed) and were attended by a wide range of bodies from the public, voluntary and charitable sector. Attendance generated email based networks in both places. Heritage Link has representatives on 5 Regional Historic Environment Fora.

5. The Chairman, Trustees and Secretary continued to raise the profile and represent the organisation in government circles and sectoral fora including the Heritage Forum, the Historic Environment Review Executive Committee (HEREC), UK Commission to UNESCO and Attractions Gift Aid Liaison Group (AGALG)

The General Election gave Heritage Link the opportunity to introduce itself to new Ministers and Chairmen of Select Committees. The Chairman and Secretary met the Minister for Culture in July and the Shadow Minister for Culture Media and Sport in 15<sup>th</sup> March. A briefing on the National Lottery Bill was sent to selected MPs in July. Heritage Link was invited to give oral evidence to the Culture Media and Sport Select Committee Inquiry on Heritage in April 2006

##### Membership

Membership numbers increased during the period from 79 to 82. An associate membership scheme is under consideration.

Members were consulted in 2005 on *The Way Ahead*, the future direction for Heritage Link 2006-9 leading to a strategy which was put to membership at the AGM 2005. It was agreed to set out a three year strategic plan with three key themes to deepen relations with members; to redefine the roles and remits of Working Groups and Task Groups and focus on developing parliamentary relations rather than with the public at large. The objective is establish core issues and lead to a higher impact and profile.

At the AGM it was agreed that each organisation would have board level contact with a Trustee nominated for the main sectors. In addition, Jennifer Freeman and Matthew Slocombe have special responsibility for the smaller groups, Mike Heyworth is the point of contact for archaeological bodies and Ian Lush has taken on an interest in the London Olympics and its impact on the heritage sector.

Workshops were set up for members to bring their interests and concerns to the attention of the new Sectoral Skills Council (Creative and Cultural Skills) and with Europa Nostra.

##### Communications

*Heritage Link Update* the free fortnightly ebulletin continues as the organisation's most public product. 22 issues (nos 64-86) over the year reached a readership now estimated at 6000. Analysis of the direct circulation list in February 2006 showed that 38% were from voluntary bodies, 28% from public sector bodies, 11% from commercial firms/professional practices, 6% from academics, 17% interested individuals and 1% non UK.

The ebulletin continues to promote closer engagement with public consultations and share information relevant to heritage bodies, promoting the activities of the voluntary sector and giving a high priority to inclusion and volunteering news.

Additional income is generated by 27 individual subscriptions and 6 corporate subscriptions. More formal sponsorship proposal has been sought.

The Heritage Link website [www.heritagelink.org.uk](http://www.heritagelink.org.uk) has benefited from an upgrading in design. Subsequent weekly updating by the Administrator ensures that the content remains topical.

# Heritage Link

## Report of the Trustees

### for the year ended 31st March 2006 (continued)

#### RESULTS AND REVIEW OF OPERATIONS - Year April 2005 – March 2006

The results for the financial year are set out in the Statement of Financial Activities on page 8.

#### Governance

The Trustees who served during the year are shown on page 1.

Trustees are co-opted during the year and elected by members at the AGM. Mike Heyworth, co-opted as a Trustee by the Board during the year, following the resignation of George Lambrick, was elected by members at the AGM 2005. Richard Wilkin stepped down as a Trustee and Director in December 2005. Nick Way was co-opted by the Trustees to ensure continuity in representation for private owners through the Historic Houses Association. Ian Lush was co-opted to add broader experience, especially of fund raising at Board Level.

The Trustees carried out a Risk Review at the December Board meeting, identifying key risks and mitigating actions and made one amendment to the Mission and Modus Operandi, adopting a formal expenditure policy on 7th November 2005.

#### Operation

The joint office arrangement with Wildlife and Countryside Link continues in order to share information and minimise overheads. Since April 2005, a part time (one day a week) Administrator has increased the operational capacity of the organisation, consolidated office systems and improved website maintenance.

#### Financial Support

A revised funding agreement with English Heritage was confirmed. Core costs are covered by English Heritage's National Capacity Building Programme for 2005-6 and a bid for enhanced funding for the period 2006-9 submitted.

Funding from English Heritage (£6,844) enabled Heritage Link to commission the Council for British Archaeology to carry out a skills mapping project *Action in Developing Heritage Skills* under one of the sectoral priorities *Modernising Sector Skills and Working Culture* for the Historic Environment Review Executive Committee (HEREC).

Heritage Link gratefully acknowledges a donation of £3,900 from the National Trust, £400 from the SPAB, £100 each from Historic Royal Palaces and Youth Hostels Association and £50 from Wessex Archaeology in addition to their subscriptions. A donation of £140 was received from Globix.

Funding from the Heritage Lottery Fund of £5,000 and £5,000 from a private donor enabled continuation of the Heritage Funding Map. The *Making Consultation Matter* project was funded by donations from the National Trust (£700), Council for British Archaeology (£300) and in kind support from the Civic Trust and CPRE.

#### In Kind Support

During the year, in-kind support has been received from members. The Council for British Archaeology has continued to host the Heritage Link website and the distribution of Heritage Link Update. Professional parliamentary advice has been provided pro bono via a member.

#### Reserves Policy

It is the Trustees' intention to sustain the unrestricted reserves of the charity at a level which will enable them to cover the charity's core costs for one year and to enable them to respond to any emergency situation which may arise. At the balance sheet date the free reserves of the charity totalled £71,685, approximately 85% of estimated core funding 2006-7.

#### Risk Management

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and the Trustees are satisfied that there are systems in place to mitigate those risks.

#### Volunteers

Five volunteers during the year have enabled Heritage Link to deploy additional resources for projects and event management.

# Heritage Link

## Report of the Trustees

### for the year ended 31st March 2006 (continued)

#### Statement of Trustees' responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

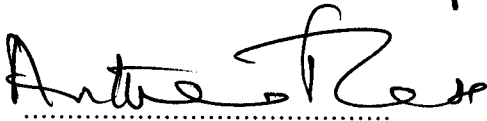
The Trustees are responsible for keeping the accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure the financial statements comply with the trust deed.

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

#### Preparation of the Financial Statements

The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in April 2005 and the Financial Reporting Standard for Smaller Entities (effective January 2005).

Approved by the Trustees on: 20 September 2006



A Case - Chairman

**Heritage Link**  
**Accountants' Report to the Trustees on the**  
**Unaudited accounts of Heritage Link**

As described on the balance sheet, you are responsible for the preparation of the accounts for the year ended 31 March 2006, comprising of the Income and Expenditure Account, Balance Sheet and related notes, and you consider that the charity is exempt from an audit. As instructed, we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities from the accounting records, information and explanations supplied to us, and we report that they are in accordance therewith.

This report is made to the charity's trustees, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the charity's trustees that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet for the year ended 31 March 2006 your duty to ensure that the charity has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the charity is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records of information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

*Kingston Smith LLP*

**Kingston Smith LLP**  
Chartered Accountants

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Date: *26 September 2006*

**Heritage Link**  
**Statement of Financial Activities**  
**(Including Income and Expenditure Account)**  
**For the year ended 31st March 2006**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2006 £	Total funds 2005 £
<b>Incoming Resources from generated funds</b>					
Voluntary income:					
Members' Subscriptions		8,560	-	8,560	8,900
Donations		11,523	-	11,523	5,722
Grants		45,000	-	45,000	49,917
Project donations		-	12,844	12,844	7,350
Interest received		1,464	-	1,464	710
<b>Total Incoming Resources</b>		<u>66,547</u>	<u>12,844</u>	<u>79,391</u>	<u>72,599</u>
<b>Resources Expended</b>					
Charitable activities	2	52,894	12,116	65,010	52,926
Governance costs	4	1,997	-	1,997	1,975
<b>Total Resources Expended</b>		<u>54,891</u>	<u>12,116</u>	<u>67,007</u>	<u>54,901</u>
<b>Net Income for the year</b>		11,656	728	12,384	17,698
<b>Balance Brought Forward at 1st April 2005</b>		<u>60,029</u>	<u>5,000</u>	<u>65,029</u>	<u>47,331</u>
<b>Balance Carried Forward at 31st March 2006</b>		<u><u>71,685</u></u>	<u><u>5,728</u></u>	<u><u>77,413</u></u>	<u><u>65,029</u></u>

# Heritage Link

## Balance Sheet at 31st March 2006

	Note	2006 £	2005 £
<b>Current Assets</b>			
Debtors	6	733	-
Cash at bank and in hand		<u>78,120</u>	<u>67,435</u>
		78,853	67,435
<b>Creditors: Amounts falling due within one year</b>	7	<u>1,440</u>	<u>2,406</u>
<b>Net Current Assets</b>		<u>77,413</u>	<u>65,029</u>
<b>Total Assets less Current Liabilities</b>		<u><u>77,413</u></u>	<u><u>65,029</u></u>
Unrestricted General Fund		71,685	60,029
Restricted Funds	8	<u>5,728</u>	<u>5,000</u>
<b>Total Funds</b>		<u><u>77,413</u></u>	<u><u>65,029</u></u>

In preparing these financial statements:

- (a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(2) of the Companies Act 1985;
- (b) No notice has been deposited under Section 249B(2) of the Companies Act 1985, and
- (c) The directors acknowledge their responsibilities for:
  - (i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
  - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Trustees on *20 September 2006*

*A. Case*

..... Chairman  
A. Case

# Heritage Link

## Notes to the Financial Statements

### For the year ended 31st March 2006

#### 1 Accounting Policies

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in April 2005, the Financial Reporting Standard for Smaller Entities (effective January 2005) and the Companies Act 1985.

##### **Subscriptions**

Subscriptions are accounted for on an receivable basis.

##### **Bank Interest**

Bank interest is accounted for on a receivable basis.

##### **Fixed Assets**

The charity applies a capitalisation threshold of £1,000. Items of a lesser value are taken directly to the Statement of Financial Activities in the year in which the items are acquired.

##### **Expenditure**

All expenditure directly relating to the objectives of the charity is included in Charitable Activities. Support costs represent expenditure incurred in the management of the charity's activities. Expenditure which cannot be allocated directly is apportioned on the basis of staff time.

##### **Pension costs**

The Charity contributes to a personal pension scheme for the Secretary at the rate of 6% of annual salary. Any cost of providing pensions for employees is charged to the Statement of Financial Activities in the year in which the contributions are paid.

##### **Funds**

Unrestricted funds comprise the general funds of the charity. General funds are available for use at the Trustees' discretion in furtherance of the general objectives of the Charity and have not been designated for other purposes.

Restricted fund are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The purpose of each restricted fund is set out in the notes to the financial statements.

#### 2 Charitable Activities

	2006	2005
	£	£
Salaries and national insurance	26,907	18,998
Support costs (note 3)	25,987	26,722
Projects	12,116	7,206
	65,010	52,926

**Heritage Link**  
**Notes to the Financial Statements**  
**For the year ended 31st March 2006 (Continued)**

<b>3 Support costs</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Salaries and national insurance	6,727	4,749
Rent	6,076	5,990
Printing, postage and stationery	4,433	4,790
Telephone	318	400
Travel and subsistence	1,463	1,248
Insurance	432	866
Subscriptions to external bodies	413	594
AGM, National and Regional Events	5,556	5,550
Advertising	-	405
Website development	-	525
Computer expenses	481	1,253
Bank charges	-	24
Sundry expenses	88	328
	<u>25,987</u>	<u>26,722</u>
<b>4 Employees</b>	<b>2006</b>	<b>2005</b>
	<b>No.</b>	<b>No.</b>
The average monthly number of persons (excluding directors) employed by the company during the year was:		
Office and administration	<u>1.2</u>	<u>1</u>
	<b>£</b>	<b>£</b>
Staff costs for the above persons:		
Salaries	29,326	20,500
Social security costs	2,733	2,017
Pension costs	1,575	1,230
	<u>33,634</u>	<u>23,747</u>
No remuneration was paid to any trustee in respect of services provided during the current or previous period. Three Trustees were reimbursed a total of £376 in respect of travel expenses.		
<b>5 Governance costs</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Accountancy and independent review	<u>1,997</u>	<u>1,975</u>
<b>6 Debtors</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Trade Debtors	300	-
Other debtors	433	-
	<u>733</u>	<u>-</u>
<b>7 Creditors: Amounts falling due within one year</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Other creditors	<u>1,440</u>	<u>2,406</u>

**Heritage Link**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2006 (continued)**

8 Restricted Funds	Balance at 1st April 2005	Income £	Expenditure £	Balance at 31st March 2006 £
Heritage Link projects				
1. Action in Developing Heritage Skills	-	6,844	(6,122)	722
2. Making Consultation Matter	-	1,000	(1,000)	-
3. Heritage Funding Map	<u>5,000</u>	<u>5,000</u>	<u>(4,994)</u>	<u>5,006</u>
At 31st March 2006	<u>5,000</u>	<u>12,844</u>	<u>(12,116)</u>	<u>5,728</u>

1. Action in Developing Heritage Skills: English Heritage funding enabled Heritage Link to commission research through the Council for British Archaeology in support of one of the HEREC Priorities, Modernising Sector Skills and Working Culture.

2. Making Consultation Matter: research to gather information on heritage groups' engagement with local authority planning consultations leading to publication of summary of findings at AGM 2005. (Land-Use Planning Working Group)

3 Funding from the Heritage Lottery Fund supported the first stage of the Heritage Funding Map in 2005. A second grant received in March 2006 will further the second stage of the project (Funding Working Group).