

# Friends of War Memorials

## Annual Report and Accounts

31 December 2003

### Registered Office

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Registered Charity Number 1062255

## **Legal and Administrative Details**

### **Patron**

The Countess Mountbatten of Burma CBE CD JP DL

### **Area Patrons**

Wales

Maj-Gen the Reverend R M Llewellyn CB OBE

Northern Ireland

The Lord Molyneux of Killead KBE PC

Scotland

Lt-Gen Sir Norman Arthur KCB JP

England

General Sir Brian Kenny GCB CBE

### **President**

Winston S Churchill

### **Vice Presidents**

The Earl Nelson

Josefina de Vasconcellos

Sara Jones CBE

Simon Weston OBE

Diana Graves (Appointed November 2003)

### **Trustees**

Chair of Trustees

J G Cluff

Chairman, Cluff Mining PLC

Winston S Churchill

President, Friends of War Memorials

The Lord Cope of Berkeley

House of Lords, former Royal Artillery

Jane Furlong

UK National Inventory of War Memorials (UKNIWM)

Nick Hewitt

Former Coordinator of the UKNIWM

Meg Hillier

Member of The Greater London Assembly (GLA)

Douglas Johnston

Former Treasurer of FoWM

The Hon Tim Lewin

Business Development Specialist for the Former Soviet Union

Peter McCormick, OBE

Senior Partner, McCormicks Solicitors - Honorary Solicitor.

Tony Martin

Founder of the Scottish War Memorials Group

John Peat

Branch Manager, Royal Bank of Scotland Plc (FoWM Branch)

Val Ross

Consultant to Health and Local Authorities on community consultation, employee volunteering and charity fundraising.

### **Director General**

Sir Donald Thompson

### **Treasurer**

Roger Bardell

### **Bankers**

Royal Bank of Scotland plc

4 Elgin Avenue

Harrow Road

London W9 3QR

### **Independent Examiner**

Mr David Sugden F.C.A.

Rookes Royd, Village Street

Norwood Green

Halifax HX3 8QG



## **Report to the Trustees**

Sir Donald Thompson presents his report, together with the financial statements, for the year ended 31 December 2003.

## **Objects and Principal Activities**

As stated in the Trust Deed of the charity, dated 7 May 1997, the objectives of the charity are to educate and inform the general public about the significance of War Memorials as part of our national heritage and fostering cultural appreciation and good citizenship by remembering those who have fallen in war by encouraging the preservation and maintenance of War Memorials.

In accordance with these aims, the charity provides advice and guidance to general and specific enquiries from interested parties, such as ad hoc committees, individuals, parish councils, regarding War Memorials; their preservation, restoration and conservation or even new memorials. This service is provided free of charge to users but is a cost to FoWM. The charity also administers grant schemes to assist with War Memorial projects, the two main schemes are the English Heritage Grant Scheme for War Memorial Repair and Conservation in England, which gives grants to memorials that are Grade II listed and in a Conservation Area and FoWM's own Small Grants Scheme that can provide grants of up to £250. Alongside this work the charity works to promote the protection of War Memorials, and educate people about their importance, by exhibiting at relevant events and shows within the United Kingdom and giving talks on War Memorials.

## **Review of the Year 2003**

The Charity had 1376 members at 31 December 2003 (2002:1297), a rise in supporter numbers that represents a growing interest in our work. Around 200 of the charity's members are registered as Regional Volunteers helping the organisation in many different ways, including attending rededication ceremonies, supporting events and reporting on the condition of War Memorials.

The English Heritage Grant Scheme for War Memorial Repair and Conservation continues to be an important tool for the conservation of War Memorials. In the financial year 2003, 12 grants were made for a total of £16,471.00; with one further payment to be made once confirmation of listing status is received (2002: 19 projects received £31,889.00). During the lifetime of the grant scheme FoWM has helped 48 projects receive over £94,730.00. Applications for this grant scheme are continuing at a steady rate and are increasingly successful due to a higher quality of information upon which decisions are made. It is worth noting that the amount spent through the English Heritage scheme is dependent upon the cost of projects applied for, as grants are given at a standard 50% rate of eligible costs, up to a maximum grant of £10,000.

The FoWM Small Grants Scheme was supported by the Gargunnoch Estate Trust, and The Cowley Charitable Trust. The scheme received 41 applications with only 4 failing to fit the eligibility criteria. Total grant spend in 2003 was £8,961.00, to 39 projects. (2002: 52 projects received £12,360.41). This scheme continues to be a vital way for FoWM to support smaller projects and assist War Memorials that fail to meet eligibility criteria of other schemes. FoWM also supported special projects. The Royal Naval Division Fund received £1,000.00, the Wentworth War Memorial was granted £650.00 and £1,397.00 was donated to the Barkisland War Memorial.

During 2003 FoWM became involved in two further grant schemes. The VC and GC Association has created a restoration fund that includes assisting war memorials upon which award holders' names are recorded. FoWM will help in administering this scheme. The David Graves Memorial Grant was established in recognition of Daily Telegraph journalist David Graves, who sadly passed away in 2002. The grant scheme is funded by donations received by FoWM in response to his article, about the charity, in July 2002. In 2003 FoWM began considering eligible projects.



The charity continues to see a rise in general enquiries covering a range of War Memorial issues. These continue to be difficult to quantify in terms of time, cost and number but remain an essential part of FoWM work as the charity realises its aim to be a focal point for War Memorial issues.

The FoWM AGM was held on 1 July 2003 and was preceded by a moving Ceremony at the Cenotaph. Wreaths were laid, and the ceremony was attended by more than 45 members, as well as the Association of Military Remembrance and the ATR Whittington Barracks. We were grateful to Westminster Police for their support, including stopping the traffic for the one-minute silence to remember all those who fell on the first morning of the Battle of the Somme on 1 July 1916.

The FoWM Newsletter continues to go from strength to strength. The 16-page format was maintained through 2003 thanks to the valuable support of sponsors DFS, which FoWM greatly appreciates. It is a valuable tool for our Fundraising work as well as promoting our Conservation successes. The publication received favourable comment in The Times newspaper in July 2003: "Friends of War Memorials deserve an award for the liveliest newsletter of any voluntary organisation, packed with stories of memorials snatched from oblivion." (The Times 21/07/03).

As the organisation develops we realise the importance of the contribution of our members and our life members. Our special thanks go to the National Federation of Roofers for their sponsorship of the Christmas card that was so enthusiastically bought by our members, raising £2,000. A special vote of thanks must go to the 600 Group whose continued support with printing and stationery is greatly appreciated. Other generous donors this year have included: The Clore Duffield Foundation, DFS, The Cowley Charitable Foundation, British American Tobacco (Holdings) Limited, Gargunock Estate Trust, CHK Charities Limited, The Lambert Charitable Trust, The Alice Ellen Cooper Dean Charitable Foundation, The Jordan Foundation, The Westminster Foundation, Hartnett Charitable Trust and G E Foers & Co.

FoWM participated in a wide variety of national and local events in 2003, activities that could not have been undertaken without the generous support of show organisers and our Regional Volunteers. Displays included air shows, county fairs, museums and military gatherings. Holding, supporting, and attending such events generates publicity, as well as attracting new recruits. It also frequently results in war memorials at risk being brought to our attention. The most encouraging aspect has been past visitors who had been oblivious of the existence of FoWM but having seen us at an event in 2003 come back to report on how FoWM has been able to assist with their local war memorial or even how in some cases purely providing FoWM literature to those responsible for the war memorial has been sufficient to get a war memorial restored. Other activities organised by FoWM included Professor Richard Holmes' talk at Sandhurst entitled Rome, Rivers and Ridges, discussing the principal incidents of the war in Italy 1943 - 1945. This evening, organised by one of our Regional Volunteers, was a highly successful fundraiser.

The Charity saw a number of staff changes through 2003. Frances Moreton and Jo Talbot started work in January 2003 as Administrator and Accounts Manager. In May 2003 Jill Jokel joined the team as Head of Fundraising. Mrs Jokel replaced Jane Gaskell who has done a wonderful job in providing a strong Fundraising and Events base upon which the charity can build. In September 2003 Conservation Officer Maggie Goodall moved on from FoWM. Everyone would like to thank Maggie for all her work in the development of FoWM over the four years she was with the charity. In October Pedro Gaspar took on the post of Conservation Officer.

Alongside the staff appointments Roger Bardell became the new Treasurer in January 2003 with his predecessor, Douglas Johnson becoming a Trustee. The charity also welcomed Diana Graves as a Vice President at the end of 2003.



# Statement of Financial Activities

		Year ended 31 December 2003			
	note	Unrestricted Funds	Restricted Funds	2003	2002
<b>Incoming Resources</b>					
Membership Fees		20,930	-	20,930	30,974
Donations, Legacies and similar incoming resources		50,281	12,641	62,922	176,079
Grants from public bodies	1	-	27,929	27,929	36,642
Interest receivable		1,717	-	1,717	1,068
<b>Total incoming resources</b>		<b>72,928</b>	<b>40,570</b>	<b>113,498</b>	<b>244,763</b>
<b>Resources expended</b>					
Direct charitable expenditure:					
Grants appropriated	2	-	8,891	8,891	15,950
Support costs	3	67,687	39,605	107,292	85,674
		<b>67,687</b>	<b>48,496</b>	<b>116,183</b>	<b>101,624</b>
Other expenditure:					
Fundraising and publicity	3	22,652	-	22,652	22,573
Management and administration	3	8,920	-	8,920	28,390
<b>Total resources expended</b>		<b>99,259</b>	<b>48,496</b>	<b>147,755</b>	<b>152,587</b>
Net incoming / (outgoing)					
Resources before transfers		(26,331)	(7,926)	(34,257)	92,176
Transfers between funds	6	(11,047)	11,047	0	0
<b>Net movement in funds for the year</b>		<b>(37,378)</b>	<b>3,121</b>	<b>(34,257)</b>	<b>92,176</b>
Fund balances at start of year		76,734	17,768	94,502	2,325
<b>Fund balances at end of year</b>		<b>39,356</b>	<b>20,889</b>	<b>60,245</b>	<b>94,501</b>

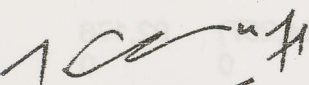
## Income and Expenditure

		Year ended 31 December 2003	
	note	2003	2002
<b>Incoming resources</b>			
Membership fees		20,930	30,974
Donations, Legacies and similar incoming resources		62,922	190,452
Grants and donations for redistribution		27,929	22,270
Interest receivable		1,717	1,068
		<b>113,498</b>	<b>244,763</b>
<b>Grants appropriated</b>	2	<b>8,891</b>	<b>15,950</b>
<b>Resources expended</b>			
Staff costs	3	75,692	91,308
Depreciation	3	118	158
Other operating charges	3	63,054	45,170
<b>Surplus/(Deficit) of income over expenditure</b>		<b>(34,257)</b>	<b>92,176</b>

## Balance Sheet

		Year ended 31 December 2003			
	note	2003	2003	2002	2002
<b>Fixed assets</b>					
Tangible assets	4		354		473
<b>Current assets</b>					
Debtors		160		0	
Cash at bank and in hand		<u>65,577</u>		<u>100,529</u>	
		<u>65,737</u>		<u>100,529</u>	
<b>Creditors</b>					
Amounts falling due within one year	5	5,846		6,500	
<b>Net current assets</b>			<b>59,891</b>		<b>94,029</b>
<b>Net assets</b>			<b>60,245</b>		<b>94,502</b>
<b>Funds</b>					
Restricted			20,889		18,268
Unrestricted			<u>39,356</u>		<u>76,234</u>
			<b>60,245</b>		<b>94,502</b>

These financial statements were approved by the Trustees on 8 March 2004, and were signed on their behalf by:



Mr J G Cluff  
Chairman of Trustees

## Treasurer's Report

Income and expenditure in 2003 gave rise to a deficit in the year of £34,257 (2002: surplus of £92,176). At the end of the year Friends of War Memorials has accumulative surplus of £60,245.

Income fell by a total of £131,265 in 2003, predominantly through a decline of £113,157 in Donations.

The difference was mainly because:

£91,500 was received in 2002 from a series of "one-off" large donations, which were not repeated in 2003.

Two special appeals had been held in the previous year, raising £11,700.

In 2002, also, Friends of War Memorials has held funds on behalf of specific local appeals and these had totalled a further £9,400.

Support Costs and Management and Administration Costs are shown slightly differently from the previous year, because of the introduction of a book-keeping change to show staff costs more clearly. In total, these costs are very similar for the two years.



## Notes on the Financial Statements

### 1. Grants from Public Bodies

During the current year, the Charity received £27,929 (2002: £29,142) from English Heritage, being 75% of the costs of The Conservation Officer. £2,848 was received from the Clore Duffield Foundation.

### 2. Grants Appropriated

The Small Grants scheme awarded grants totalling £8,961 to 39 projects. (2002: £12,360 to 52 projects).

Other grants in this year, totalling £4,047, were awarded and included £1,000 to the Royal Naval Division Memorial, £650 to the Wentworth War Memorial, £1,000 to the Memorial Gates Trust and £1,397 to the Barkisland War Memorial.

### 3. Total Resources Expended

	Staff Costs £	Depreciation £	Other Costs £	2003 £	2002 £
Direct Charitable Expenditure	-	-	8,891	8,891	15,950
Support Costs	54,351	-	52,591	106,942	85,674
Fundraising and Publicity	18,144	-	4,508	22,652	22,573
Management and Administration	3,197	118	5,955	9,270	28,390
	<u>75,692</u>	<u>118</u>	<u>71,945</u>	<u>147,755</u>	<u>136,637</u>

#### Staff Costs

	£	£
Wages and Salaries	66,831	81,035
Social Security Costs	5,991	6,493
Other Pension Costs	2,870	3,780
	<u>75,692</u>	<u>91,308</u>

Support costs represent costs incurred directly in support of expenditure on the objectives of the charity.

No employee earned £50,000 or more in the year. No Trustee received any remuneration for their work on behalf of the charity.

The charity contributes to a personal pension plan on behalf of one employee. The assets of the plan are held separately from the assets of the charity, being invested with insurance companies. There were no outstanding contributions at the year-end.

The average number of persons employed by the charity, analysed by function was:

	2003	2002
Direct Charitable Expenditure	2	2
Fundraising and Publicity	1	1
Management, Administration and Development	1	1
	<u>4</u>	<u>4</u>

Sir Donald Thompson is not employed by the charity, but receives a monthly Honorarium, which has been included in staff costs.

#### 4. Tangible fixed assets

##### Equipment and Fittings

	2003	2002
<b>Cost</b>		
At Start of Year	3,881	3,881
Additions		
At End of Year	<u>3,881</u>	<u>3,881</u>
<b>Depreciation</b>		
At Start of Year	3,409	3,252
Charge for the Year	118	157
At End of Year	<u>3,527</u>	<u>3,409</u>
<b>Net Book Value</b>	<u>354</u>	<u>473</u>

#### 5. Creditors

At 31 December 2003, £5,500 of the total balance outstanding was unpaid Small Grants.

#### 6. Income funds

	At start of Year	Incoming Resources	Outgoing Resources	Transfers Between Funds	At End Of Year
<b>Restricted</b>					
Small Grants Scheme	3,740	6,540	6,841		3,439
RND Fountain	0	1,000	1,000		0
Conservation Officer	2,873	30,796	35,165		(1,496)
Canada Memorial	5,405	20			5,425
Poplar	250				250
Art Competition	200		107		93
Quedgley	5,300	1,174	3,336		3,138
Barkisland Memorial		1,000	1,397	397	0
David Graves				10,000	10,000
Wentworth Memorial			650	650	0
Darwen Memorial		20			20
South Africa Appeal		20			20
	<u>17,768</u>	<u>40,570</u>	<u>48,496</u>	<u>11,047</u>	<u>20,889</u>
<b>Unrestricted</b>					
Administration	76,734	72,928	99,259	(11,047)	39,356
	<u>76,734</u>	<u>72,928</u>	<u>99,259</u>	<u>(11,047)</u>	<u>39,356</u>