



# The Friends of Lapwing Lane Arcade (FOLLA)

## Trustees' Report

Financial year ending 31st October 2014



The Trustees present their Annual Report for the year ended 31st October 2014 and confirm that they have complied with the Charities Act 1993, as amended by the Charities Act 2006, the Charities SORP 2005 and FOLLA's own Company Articles of Incorporation.

This report is to accompany FOLLA's Statement of Accounts for 2013-14 which is contained in a separate document but whose main figures are referred to section 2 c) below.

This report has been written by Mike Bath, FOLLA's Secretary. It has been published in January 2015.

#### **Reference and Administrative information**

Charity name: **Friends of Lapwing Lane (FOLLA)**

Charity Registration number: **1150884**

Company Registration number: **08255624**

HMRC Reference: **922 21922 12626 A**

Registered address: **22 Longton Avenue  
Withington  
Manchester  
M20 3JN**

Board of Trustees: **Susan Elizabeth Spence  
Mike Bath  
Deborah Stores  
Freda Dennison  
Katie Weeds  
Steve Parle**

Accountant: **David Edgar  
Vincent Hayes and Co.  
17 St. George's Terrace  
Millom  
Cumbria  
LA18 4DB**

Solicitor: **Andrew Kwan  
Clear Law Solicitors  
92 Talbot Rd  
Stretford  
Manchester  
M16 0GS**

Bankers: **Royal Bank of Scotland  
467 Wilmslow Road  
Withington  
Manchester  
M20 4AN**

## **1. Structure, Governance and Management**

### **a. Structure**

At the AGM meeting on June 25th 2014 the following positions of responsibility were confirmed and these have been effective right up to the AGM due to be held on January 21<sup>st</sup> 2015:

Chair:

Liz Spence

Treasurer:

Mike Bath

General Secretary & Communications Secretary:

Mike Bath

Social & Events Secretary:

Clare Howarth

Liaison with West Didsbury Residents' Association:

Katie Weeds

Liaison with Didsbury Civic Society:

Steve Parle

During the course of the year Steve Jackson has worked with the Board to project manage the restoration work, liaising with FOLLA's architect, Raynes Architecture.

Clear Law Solicitors have acted 'pro bono' as FOLLA's legal advisors throughout the year.

David Edgar of Vincent Hayes and Co. has acted as accountant and has prepared the Statement of Accounts which complements this Trustees' Report.

### **b. Governance**

FOLLA has been governed via a meeting of the Board of Trustees which has been held once a month and an AGM (held on June 25<sup>th</sup> 2014 and due to be held again on January 21<sup>st</sup> 2015).

Non-Trustees who have been appointed to carry out specific functions (e.g. managing fund-raising socials) have attended the monthly Trustees meetings as required.

Each Board meeting has received a written update of the financial position of the Trust.

Board meetings have been run according to a published agenda and have been minuted. All minutes are available for inspection from the Chair, Liz Spence.

### **c. Management**

Day-to-day financial affairs have been managed by FOLLA Treasurer, Mike Bath. All cheques have to bear 2 signatures from amongst Trustees Liz Spence, Mike Bath, Deborah Stores and Freda Dennison.

Regular fund-raising events have been organised and managed by Clare Howarth.

Regular communication to all stakeholders has been managed by Mike Bath.

Legal matters have been managed by Andrew Kwan of Clear Law Solicitors.

The process of tendering for building contractors has been managed by Lisa Raynes of Raynes Architecture Ltd. in liaison with Steve Jackson.

## 2. Background, Objectives and Activities

### a. Background

For some years local South Manchester residents who enjoy visiting and shopping at the fine old arcade of shops on Lapwing Lane, where it crosses Palatine Road in West Didsbury, have been worried about the state of the canopy that fronts the shops and shelters the pavement. Over the years this canopy has been the feature of the arcade that marks it out. Built in 1913, it is believed to be the last surviving Edwardian canopy in Manchester. Unless something was done fairly quickly the whole canopy would have become dangerously decayed and have to be demolished. The portion of the canopy outside the end shop (that used to be Blockbusters) had already been destroyed following a vehicle collision.

The landlords and the shopkeepers were not in a position to take sufficient joint action to effect the necessary repair work. It was left to the people who live in the area and treasure this arcade to act. To this end a charitable trust – The Friends of Lapwing Lane Arcade (FOLLA) – was established to restore the canopy and ensure that it was maintained in a reasonable state for generations to come.

### b. Objectives

These were agreed at the outset - and placed in the in the company articles as:

“To restore the Lapwing Lane Arcade canopy – a historical and architecturally important canopy – located in West Didsbury, Manchester, to its original state.

To preserve and maintain the canopy for future generations of members of the public in particular of the local residents of West Didsbury, Manchester and the surrounding areas to enjoy.

To further such other charitable purposes as the directors may from time to time determine.”

Additionally, at the time of the Heritage Lottery Fund Grant application, the objectives were refined and restated as:

“Restore the verandah’s metalwork, reinstate the missing canopy to one shop unit and reglaze the entire verandah.

Install 20 verandah front shop signs and a commemorative plaque naming major donors.

Involve two FOLLA members in researching for and preparing an exhibition for Heritage Open Days.

Deliver two 90 minute heritage learning sessions for a total of 60 children at two local primary schools, based on a timeline already drawn up by FOLLA using local resources from Manchester libraries, about the history and development of the verandah and local area.

Hold a verandah launch event for up to 1,000 local people.”

### c. Activities

#### i. Legal

By March 2013 all the shop unit owners had signed their copies of the licence agreement with FOLLA which allowed FOLLA to carry out the restoration work and subsequent maintenance over the 25 year period that the licence will run.

Immediately prior to the start of the restoration work in January 2014 the licence agreements were completed when Liz Spence, the FOLLA Chair, signed them on behalf of FOLLA putting the legal process of the licence into effect.

#### ii. Fund-raising

Throughout the course of the year a number of significant fund-raising has realised a total revenue of approximately £40,300:

##### ***Subscriptions***

During the year local people and businesses have donated £5 or more to become a FOLLA 'Friend' and receive a monthly bulletin on the campaign's progress. This has raised almost £900.

##### ***Grants***

During the course of the year the full Heritage Lottery Grant of £25,000 (pledged in 2013) was received.

##### ***'Pay for a Pane'***

During the course of the year this scheme has continued. Donors of £100 or more towards the cost of the canopy have been given a special line inscribed on the commemorative plaque installed on the Arcade at the completion of the restoration work. During the year this has raised approximately £9,900 for 71 lines of inscription.

##### ***Gift Aid***

Approximately £4,500 has been received from HMRC as refunded tax for charitable donations to FOLLA.

#### iii. Restoration work and other costs

Throughout the course of the year expenditure has totalled approximately £77,700:

##### ***Restoration and Maintenance work***

This was carried out by the chosen contractor, Phil Coppell at a total cost of just over £70,900.

##### ***Shop signs***

The new shop signs were designed, created and installed by chosen contractor, Andy Parle at a net cost of £2,500 to FOLLA (£1,900 of the £4,400 total cost was contributed by the shopkeepers).

##### ***Commemorative plaque***

At the completion of the work the commemorative plaque which had been designed and created by chosen contractor, Andy Parle, was installed adjacent to the arcade on the side wall of the Pizza Express restaurant. This cost £800.

### ***Professional fees***

Architect's, Planning and Accountant's fees amounted to £3,200.

### ***Other costs***

Approximately £300 costs were incurred in expenses supporting the various 'Heritage Dividend' activities and in professional fees.

#### **iv. Stakeholder communication**

The key stakeholder groups have been:

**FOLLA 'Friends'** – updated via a monthly FOLLA bulletin (last one issued at the end of September 2014),

**Arcade shop owners & shop keepers**– updated via the monthly bulletin and by regular visits and emails from one of the Trustees,

**Manchester City Council&the local MP** – updated via the monthly bulletin and via regular contact between the Trustees and the Didsbury East and Didsbury West Councillors and the MP, John Leech,

**The Heritage Lottery Fund (HLF)** – updated via the monthly bulletin and regular contact between the nominated HLF representative and FOLLA's Treasurer,

**Local civic interest groups** (the Didsbury Civic Society and the West Didsbury Residents Association) – attendance at monthly civic group meetings (Steve Parle at the Didsbury Civic Society and Mike Bath/Katie Weeds at the West Didsbury Resident's Association)

#### **v. 'Heritage Dividend'**

Throughout the campaign FOLLA Trustees have been researching the history of the Arcade – in particular seeking to establish which businesses occupied each of the 10 Arcade shop units down the years since 1913 when the Arcade was built. Local records and archives have been scoured and local people have been interviewed and invited to share their memories of shopping on the Arcade.

As a result FOLLA has been able to mount an exhibition during the National Heritage weekend in September 2014 showing local people how the Arcade has developed, and what shopping on the Arcade has been like down the years.

During June 2014 local retired schoolteacher, Sue Good, carried out a series of 'heritage learning' sessions based on the history of the arcade for over 100 local primary schoolchildren.

Finally the September National Heritage weekend exhibition was followed (on September 14<sup>th</sup>) by a grand 'Canopy Opening Ceremony' at which approximately 200 local people thronged the arcade, listened to a local jazz band and a number of brief speeches, and enjoyed a finger buffet put on by Pizza Express and Wine & Wallop.

### **3. Plans for the coming year and beyond**

From October 2014 onwards FOLLA plans to reduce its activities to a minimal level just ensuring the Arcade's canopy is properly maintained during the 25-year licence period.

At the close of the year FOLLA had approximately £4,500 in its bank account. During the autumn there are plans to produce framed pictures of the commemorative plaque for those 'Pay for a Pane' donors who wish to have a copy and these will be subsidised from FOLLA funds at an approximate cost of £850. Settling other outstanding expenses and fees will reduce the bank balance to an estimated £2,800 by the start of 2015.

Each January the owners of the 10 arcade shop units will be invoiced for their £50 per unit maintenance contribution. The income from these charges plus the residual bank balance should be sufficient to fund maintenance activity as required during the coming years.

The FOLLA Board will hold an AGM each January from 2015 onwards to consider the annual Statement of Accounts and authorise any required canopy maintenance actions.

Financial Year Oct 2013 to Oct 2014