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Blackpool Museum Trust

A company limited by guarantee

Annual Report and Financial Statements

For the Period 1st December 2018 to 31st March 2020

Company Registration Number: 09854607 Charity Registration Number: 1170082

Please note that these accounts:

replace the original accounts

are now the statutory accounts

are prepared as they were at the date of the original accounts



Independent Examiners
Smith Craven, Chartered Accountants,
Sidings House, Sidings Court, Lakeside, Doncaster, DN4 5NU

Annual Report and Financial Statements

For the Year Ended 31st March 2020

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1 Reference and Administrative Details

1.1 Name

Blackpool Museum Trust

1.2 Company Registration Number

The Companies House registration number is 09854607.

1.3 Charity Registration Number

The Charities Commission number is 1170082.

1.4 Registered Office

FYCreatives

154-158 Church Street

Blackpool

FY1 3PA

1.5 <u>List of Trustees</u>

Laurence Llewelyn-Bowen (Chair)

Nigel Patterson (Vice Chair)

Steve Thompson (Treasurer)

Katherine O'Connor

Carol Neale

Sir Andrew Parmley

1.6 <u>Senior Management</u>

The Trust does not directly employ staff, but is supported the Blackpool Museum Project Team, who are employed by Blackpool Council for the purposes of this Project.

1.7 Bankers

Barclays Bank.

Birley Street

Blackpool

FY1 1DU

1.8 Independent Examiner

Smith Craven

Sidings House

Sidings Court

Lakeside

Doncaster

DN4 5NU

1.9 Solicitors

Dawn Goodall

Head of Legal Services

Blackpool Council

No1 Bickerstaffe Square

Blackpool

FY1 3AZ

2. Structure, Governance and Management

2.1 Governing Document

The Blackpool Museum Trust is a company limited by guarantee governed by its memorandum and articles of association dated 3 November 2015. It is a registered charity with the Charity Commission, certificate dated 8 November 2016. It is governed by its Articles of Association, which are available on request, or can be viewed on the Companies House website.

2.2 Members of the Company

The members of the company include those admitted to membership by the Directors and one local authority representative who is appointed by Blackpool Council.

2.3 Appointment of Trustees

The Directors who served during the year 2019/20 are listed on page 3 of this annual report.

The Board of Trustees is made up of at least three and not more than seven members. This comprises one local authority trustee and up to six community trustees. The community trustees are appointed by ordinary resolution or by a decision of the trustees.

In selecting trustees there will be due regard for the existing range of skills and expertise of the Board, the skills and expertise of the individual and how he or she will contribute to the success of the company.

The Trust has also appointed a company secretary in line with its powers within the Articles of Association.

The trustees retire by rotation with a third of the Board retiring each year. The term of office is three years, however trustees can be reappointed for up to nine years. The local authority representative is not bound by this stipulation. Blackpool Council decides on his or her the period of office.

The Administration and Finance Manager within the Blackpool Museum Project Team ensures that disclosure and barring checks are undertaken where required.

2.4 Trustee Induction and Training

All Directors complete an induction programme, designed to inform them about the Trust's structure, strategy, financial planning arrangements and delegation framework. The Chair is responsible for making new trustees aware of their responsibilities under charity law, and arranging appropriate induction and training, to include safeguarding training.

2.5 Management of the Trust

The Board of Directors meets at least four times a year to shape the Trust's decision-making processes. In addition working Groups are used to focus on time limited projects or review.

The day to day operation of the charity is the responsibility of Blackpool Council's Head of Heritage and the other members of the senior management (all of whom are employed by

Blackpool Council), who together with the Trustees constitute the key management personnel of the charity.

2.6 Statement of Trustees' Responsibilities

The trustees (who are also directors of the Blackpool Museum Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of The Charity and the Group and of the incoming resources and application of resources, including the income and expenditure, of the Group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting standards have been followed subject to any material 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 business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain The Charity's transactions and disclose with reasonable accuracy at any time the financial position of The Charity and the Group and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of The Charity and the Group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2.7 Ethical Fundraising

We are committed to employing a transparent and ethical approach to our fundraising activity, and we seek to put our supporters at the heart of what we do. Our fundraising consultants are registered with the Fundraising Regulator and abide by the Code of Fundraising Practice and the Fundraising Promise. They are also organisational members of the Institute of Fundraising.

2.8 Policy Documents

The Blackpool Museum Trust operates under a suite of good practice policies. These include:

- A code of conduct
- An equality and diversity policy
- A GDPR policy
- A safeguarding policy statement
- A health and safety policy
- A reserves policy (to be developed)
- An investment policy
- A gift acceptance policy
- An expenses policy
- A giving policy
- A risk register

All of the trustees are aware of these policies, are familiar with their content and put them into practice in the daily running of the Trust. These polices are available for inspection upon request.

2.9 <u>Safeguarding of Data: GDPR</u>

The Trust's Data Protection Policy sets out its commitment to protecting personal data. It also outlines how we implement that commitment in respect of the collection and use of personal data.

Blackpool Museum Trust recognises the need to fully comply with the requirements of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR), and the obligations set out in these.

Blackpool Museum Trust regards the lawful and correct handling of all personal information as a very important and essential element of is successful service delivery. It is equally important that the Trust maintains a level of confidence with those who carry out business with the Trust.

Blackpool Museum Trust does not and shall not discriminate. It holds inclusivity at its core.

There are six key principles that provide a framework for good practice and the proper handling of personal data that are enforceable by the Information Commissioner.

Personal data shall be:

- 1. Processed lawfully, fairly and in a transparent manner;
- 2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- 3. Adequate, relevant and limited to what is necessary in relation to the purpose for which they are process;
- 4. Accurate and, where necessary, kept up to date; every reasonable step to ensure inaccurate data are erased or rectified without undue delay;
- 5. Kept in a form which permits identification of the individual for no longer than is

necessary for the purpose which the data are processed;

6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The Trust has a seven point process to ensure compliance against these principles. These are detailed in the Data Protection Policy which is available upon request.

The Company Sectary is accountable for compliance with data protection legislation and is ultimately accountable to the Information Commissioner on behalf of Blackpool Museum Trust.

2.10 Principal Risks & Uncertainties

Our risk management processes help us identify and manage the most significant risks to the Trust. By significant we mean those that could stop us achieving our strategic objectives or have a significant detrimental impact on the organisation. There is a range of possible impacts which need to be considered such as financial, regulatory, operational, reputational or environmental.

As Trustees, we concentrate our efforts on ensuring that the most significant risks, including financial risks, are being identified and managed effectively. We participate in risk identification and analysis through periodic risk workshops and the most significant risks are reported to us twice a year. Our risk register is available on request.

3 Objectives and Activities

3.1 Charitable Objects

The charity formally exists according to its Memorandum "for public benefit to promote the education of the public by supporting the establishment and maintenance of a museum in Blackpool, known as the Blackpool Museum Project, to promote the awareness and appreciation of popular culture in Blackpool and in the UK generally."

3.2 Our Vision

Our vision is to be successful in supporting and fundraising and by so doing ensure the success of the Blackpool Museum Project so that in five years' time Showtown (the newly launched brand name of the Blackpool Museum is ...

"a top attraction in Blackpool – an experience not to be missed, owned and loved by locals and visitors alike. A leader in the museum sector, putting people at the heart of curatorial practice, at the forefront of heritage interpretation and learning. A dynamic and successful business making a positive economic and social impact in Blackpool."

3.3 Our Values

We share our values with the Blackpool Museum Team as we strive to support them in their quest to create Showtown: The museum of fun and entertainment. These values are what we believe in and they underpin everything we do.

We promise to work with the Blackpool Museum Project Team:

- Be fun: creating an exciting and memorable day out for all the family.
- Inspire: sparking creativity, imagination and enthusiasm.
- Nurture pride: building pride and encouraging a fresh perspective on Blackpool.
- Transform: making a positive impact on Blackpool and its people.
- Celebrate: Blackpool's rich heritage and its unique place in the nation's heart.
- Be open: creating a welcoming space for all, embracing genuine partnerships and staying open to new ideas.
- Have integrity: working ethically with collections, people and their stories.

3.4 Our Purpose

Our primary purpose is to support the establishment and maintenance of Showtown: The museum of fun and entertainment to:

- enable it to celebrate the greatest show-town on earth;
- engage local residents and visitors through fun, laughter and stories;
- share what makes Blackpool special.

3.5 Public Benefit

In shaping the objectives and planning the activities for the year, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. The charity relies on grants and the income from fees and charges to cover its operating costs.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales. The trustees have considered the Charity Commission's general guidance on public benefit and have taken it into account when reviewing the Charity's aims and objectives and in planning its future activities. The trustees are satisfied that the aims of the Charity are carried out wholly in pursuit of its charitable aims for the public benefit.

The Blackpool Museum Trust observes the methods and principles in the Charities Statement of Recommended Practice (SORP) in the preparation of Charity accounts in accordance with the applicable Accounting Standards in the UK. In so doing the Trust:

- makes judgements and estimates that are reasonable and prudent;
- states whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepares the financial statements on the going-concern basis unless it is inappropriate to presume that the Charity will continue in business;

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and group and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the National Trust Act 1971. They are also responsible for safeguarding the assets of the Charity and the group

and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

4. Achievements and Performance

4.1 Introduction

This Trustees' Report and Final Accounts covers the year from 1 December 2018 to 31 March 2020.

The trustees are pleased to present their annual report together with the consolidated financial statements of the Blackpool Museum Trust for the year ended 31 March 2020. The trustees have properly exercised their powers to manage the affairs of the Charity in a way that reflects the highest standards of due diligence and professionalism.

4.2 Reporting Framework

The trustees' Annual Report and financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015), referred to as the Charities SORP (FRS 102). The trustees' annual report includes the information required for a directors' report under the Companies Act 2006.

4.3 Chair's Report

The year started as an exciting one, as in partnership with Blackpool Council we started to realise the vision of Blackpool's first ever museum, 'Showtown: The museum of fun and entertainment'.

'Showtown' is an incredibly exciting project to create an immersive and interactive experience, promote public education, capture the development of British popular culture over the past one hundred and fifty years and showcase Blackpool's phenomenal contribution to the arts and entertainment industry. More than that, Showtown will engage with disconnected Blackpool residents, re-connecting them with their town's shared history through a community participation learning programme and the re-building of civic pride.

Showtown is set to become Britain's first permanent collection of circus, magic & illusion, variety music hall and ballroom dancing, utilising Blackpool's internationally significant collections as well as loans from national partners and individuals. This is important and vital work. UNESCO has classified circus as an intangible heritage at risk. Currently no Accredited Museum in the United Kingdom actively collects, displays or interprets circus. Furthermore, no UK public museum currently collects or displays magic or illusion and no museum worldwide collects artefacts, archives, memories or stories of social and professional ballroom dancing.

After many years in the planning, by the start of this financial year, Blackpool Council had secured planning permission for these plans and a successful outcome to their second stage National Heritage Lottery Fund application, has allowed us to move forward with the final stages of fundraising from trusts, foundations, companies and major donors.

The focus of the year was on moving the project towards the construction stage of the project and we were delighted to secure funding support from the Garfield Weston Foundation, complementing that secured by our partners, Blackpool Council, from the Wolfson Foundation, the Northern Cultural Regeneration Fund, Lancashire Economic Partnership Growth Deal, Coastal Communities Fund, and the Heritage Lottery Fund (now the National Lottery Heritage Fund).

The support of such respected funders from the private sector proved an important milestone for us, and has allowed us to make approaches to other trusts and foundations to raise the final project costs.

Final preparations were also being made for the 'headliner' activity outreach programme, a suite of innovative, community-led activities aimed at engaging diverse communities within local society, and culminating in the opening of the museum.

The project's volunteers were engaged in regular activity to support the research and cataloguing of items for the collection, and pilot engagement activities enabled us to reach out to local communities in meaningful ways.

Just as our ground-breaking project, Open Up The Mic, designed to use stand-up comedy as a vehicle to enable vulnerable young people (NEET) at risk of mental health problems to develop their resilience and create a new pathway to positive mental health, was about to begin in March 2020, COVID-19 and UK lockdown hit.

The safety of our participants, volunteers and employees remains paramount so we have had to temporarily pause all face to face community-based project activity, including Open Up The Mic, Get Dancing and Show Tots, as well as the pilots of our schools' outreach activity, and reassess our time-scales for the capital side of the project.

We will utilise the current lockdown to forge on with our planning, and give ourselves the opportunity to rethink the activity programme and add enhanced digital elements, to enable us to resume a virtual model in the near future.

In spite of the social disruption, caused by COVID-19, which has had a temporary impact on the project, we are confident that our plans for Showtown remain on track, albeit with a new timeframe and new ways of working.

Also in the year ahead our engagement with local companies and major donors will continue and we will begin to plan in detail the public phase of the appeal to raise the final funds from local, regional, national and international supporters.

We are extremely grateful to our funders who have remained extremely supportive of us during this difficult time.

Showdown will be such a warm and exciting celebration of our Nation at play. Beyond that it also marks the fabulous moment when Culture stepped off its Victorian pedestal and came to the High Street with its unique position at the very centre of Blackpool's Buzzy community Streetscape.

It's all so TERRIBLY exciting....!

Laurence Llewelyn-Bowen, Chair

4.4 Financial Review

The financial accounts relating to this report ran from 1 December 2018 to 31 March 2020 to bring the financial accounting in line with the financial year. The accounts have been independently examined by chartered accountants, Smith Green.

During the sixteen months covered by this report a total of £150,778 in donations was received by the Trust. This was made up of a grant of £150,000 from the Garfield Weston Foundation. In addition two donations of £250 each were received from the Symphony Masonic Lodge and the Equity-Blackpool Variety Branch respectively.

Expenses relating to bank charges of £95 were incurred during this period, leaving total funds of £155,823 as of 31 March 2020. Of which £150,000 is a restricted funds towards the Showtime Museum. The remaining £5,823 is an unrestricted fund.

An application to the Wolfson Foundation for a grant of £75,000 was also successful. However, although this award has been confirmed payment will only be triggered when purchase of the specific subject of this grant (i.e. showcases) is enacted and the invoice presented to the Wolfson Foundation as proof of expenditure. This will happen during the onsite exhibition fit-out phase of the Museum Project in 2021.

4.5 Reserves Policy

Due to its limited liabilities the Blackpool Museum Trust has not had a reserves policy to date. However, the Trustees acknowledge that as their activity ramps up, as the Blackpool Museum Project enters its delivery phase, it is now appropriate to develop one. Consequently it is proposed that at the 2020 Annual General Meeting a resolution is passed to establish a reserves policy, to be developed as soon as possible, and formally adopted at the next convenient Trust business meeting.

The Trust will be following Charity Commission best practice guidelines in the establishment of the policy.

Date: 3 August 2020

4.6 <u>Investment Policy</u>

The Blackpool Museum Trust does not currently have the resources to pursue an active role in investment, nor does it have any plans to do so. However, if the Trust found itself in such a position where its reserves significantly outweighed its commitments, it would follow the principles set out within its investment policy.

Its primary investment objective is to advance the Trust's stated objectives "to promote the education of the public by supporting the establishment and maintenance of a museum in Blackpool, known as the Blackpool Museum Project, to promote the awareness and appreciation of popular culture in Blackpool and in the UK generally." Consequently.

However the following objectives will also be taken into consideration in making decisions regarding investments:

- The investment also bring social benefits in line with the Trust's primary objective and ideally that benefit is experienced within Blackpool.
- The investment also brings positive environment impacts, ideally experienced within Blackpool and/or the Fylde Coast area.
- The investment is line with the Trust's own ethical principles as outlined in the Ethical Gift Acceptance Policy.

The Blackpool Museum Trust will not invest in any organisations which it deems to be contrary to its own ethical principles as outlined in the Ethical Gift Acceptance Policy.

There has been no investment activity to report in this annual report.

5 Declaration

The Trustees declared that they have approved the Trustee's report above.

Signed on behalf of the Charity's Trustees

Laurence Llewelyn-Bowen

Chair

Date: 3 August 2020

Appendices

- Independent examiner's report on the financial statements
- Statement of Financial Activities, Balance Sheet and related notes

Blackpool Museum Trust Independent Examiner's Report to the Trustees of Blackpool Museum Trust

I report to the charity trustees on my examination of the accounts of the company for the period 1 December 2018 to 31 March 2020 which are set out on pages 14 to 17.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Kelvin Fitton FCA
Smith Craven Chartered Accountants
Sidings House
Siding Court
Doncaster
DN4 5NU

Date 17 August 2020

Statement of Financial Activities (including income and expenditure account) for the period 1 December 2018 to 31 March 2020

AMENDED

Incoming Resources Incoming resources from generated funds	Notes	Unrestricted fund	Restricted fund	31/03/20 Total fund	30/11/2018 Total funds
Voluntary income	3	778	150,000	150,778	
Total incoming resources		778	150,000	150,778	-
Resources Expended Charitable activities					
Bank charges	·	95	• -	95	
Total resources expended		95	···	95	60
Net Incoming / (Outgoing) Resources		683	150,000	150,683	(60)
Reconciliation of Funds		·			
Total funds brought forward 1 st December 2018		5,140	-	5,140	5,200
Total funds brought forward 31 st March 2020		5,823	150,000	155,823	5,140

Blackpool Museum Trust (Company number – 9854607) Balance Sheet as at 31 March 2020

-	Notes	31/03/2020 £	30/11/2018 £
Current Assets			
Cash at bank		155,823	5,140
Total Assets less current liabilities		155,823	5,140
Reserves			
Restricted Funds	4	150,000	-
Unrestricted Funds	•	5,823	5,140
	-	155,823	5,140

Audit Exemption Statement

For the year ending 31 March 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

SIGNED:

TITLE OF SIGNATURE: Chair of the Museum Trust Board

NAME: Laurence Llewelyn-Bowen

DATED: 3 August 2020

Notes to the Financial Statements for the Period Ended 31 March 2020

Note 1 Basis of Preparation

1.1 General information

Blackpool Museum Trust is a company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office of the charity is given in the charity information on page 3 of these financial statements.

1.2 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

Note 2 Accounting policies

2.1 Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

2.2 Expenditure and Liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Blackpool Museum Trust Notes to the Financial Statements for the Period Ended 31 March 2020

Note 3	Income				
	Analysis of income	Unrestricted funds £	Restricted income funds	Total funds £	Prior year £
Donations and	Donations and gifts	778	-	778	-
legacies:	General grants provided by government/other charities	-	150,000	150,000	- ,
	Total	778	150,000	150,778	-

Note 4 Charity funds

Details of material funds held and movements during the current reporting period

Fund names	Purpose and Restrictions	Fund balances b/fwd	Income	Expenditure	Fund balances c/fwd	
		£	£	£	£	
	Grant support for					
•	Blackpool Museum		•			
Garfield Weston	Trust – Showtown					
Foundation	Museum.	-	150,000	-	150,000	
	Charity financial					
Unrestricted fund	support.	5,140	778	95	5,823	