

**ICOMOS-UK**  
**Annual Report and Accounts**  
for the year ended  
**31 March 2012**

**INTERNATIONAL COUNCIL ON MONUMENTS & SITES - UK**

**CHARITY 1057254**

# International Council on Monuments & Sites - UK

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# International Council on Monuments & Sites - UK

## Trustees' Annual Report

### Reference and Administration Details

Charity name International Council on Monuments & Sites UK  
Other name ICOMOS-UK  
Registered charity number 1057254  
Principal address 70 Cowcross Street, London EC1M 6EJ

### Names of the trustees who manage the charity

The Rt Hon The Lord Hankey -President  
Sherban Cantacuzino -President Emeritus  
Mansell Jagger -Vice President to March 2012  
James Simpson -Vice President  
Stephen Hughes -Vice President from June 2011  
Andrew Webster -Treasurer

Clara Arokiasamy  
Chris Blandford  
Jim Coulson  
Dorian Crone  
Torsten Haak  
Richard Hughes  
Sir Donald Insall  
Barry Joyce  
Sue Millar to March 2012  
Aylin Orbasli  
Stephen Shaw from March 2012  
David Thackray  
Paul Walshe  
Jeff West

### Names and addresses of advisors

**Bankers** HSBC  
39 Tottenham Court Road  
London W1T 2AR

**Independent examiner** Anthony Alford  
Chartered Accountant  
Shepherd's Crook  
Netherbury  
Dorset DT6 5LY

### Name of senior member of staff

Susan Denyer Secretary

# **International Council on Monuments & Sites - UK**

## **Trustees' Annual Report**

### **Structure, Governance and Management**

Type of governing document	Constitution dated 3 July 1996
How the charity is constituted	Association
Trustee selection methods	Elected by existing trustee body

### **Objectives and Activities**

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

To secure for the public benefit the preservation, development and enhancement of buildings and features of historic or public interest and to foster co-operation at national and international levels to this end.

#### **Summary of the main activities in relation to these objects**

ICOMOS-UK

- provides a forum for all those involved in the conservation of cultural heritage
- facilitates professional dialogue and exchange on both specialist and general conservation issues
- works for higher standards in the conservation of cultural heritage
- plays a leading role in implementing the World Heritage Convention within the UK and in promoting exemplar custodianship of World Heritage sites
- provides links with the international network of ICOMOS members
- promotes international best practice through publications, research, conferences and seminars
- promotes education and training programmes for conservation work
- encourages a wide understanding of the scope and value of cultural heritage
- encourages cultural tourism initiatives

### **Achievements and Performance**

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

The year started with a series of three evening Workshops in London during May and June on Working Internationally in the Conservation field. As many ICOMOS members and others are seeking opportunities to expand their work into the international field, these workshops were organised to share the experience of members who have worked successfully outside the UK and to demonstrate the value of ICOMOS as an international networking platform. Each of the workshops focused on different roles related firstly to international conservation practices, secondly to donor organisations and thirdly to individual consultants.

In October 2011 members of ICOMOS-UK Cultural Tourism Committee visited Butrint and Gjirocastra in southern Albania with the aim of evaluating management models for cultural tourism to support the preservation, protection and development of these World Heritage Sites. The study visit took place through an invitation from the Butrint Foundation set up by Lord Rothschild and Lord Sainsbury in 1993. The visit was guided by Brian Ayers - CTC member and current Director of the Butrint Foundation.

In November a delegation of 20 UK members attended the triennial ICOMOS General Assembly and

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## Trustees' Annual Report

Scientific Symposium in Paris. A number of UK members played prominent roles in the Scientific Symposium including Sue Millar as Chair of the *Tourism and Development Theme* for the Symposium; Donald Hankey as Vice-Chair of the Session on *How to develop the economic benefits of heritage conservation* and John Hurd as Vice-Chair of the Session on *Adapting to sustainable living, expertise in re-use, expertise in building*. Six members also delivered papers and two more were involved in workshops on education and training and 20th century heritage.

For our Christmas lecture the subject was the Cultural Heritage of Libya. The lecture was delivered by Dr Hafed Walda, Research Fellow, King's College London. He focused on the extraordinary wealth of Libya's cultural heritage from the Greek and Roman monuments of the Mediterranean coast such as Cyrene, Leptis Magna, Sabratha, the desert and Gebel pre-desert tribal cultures of the huge expanses of southern Libya stretching down to the borders of Chad and Niger, towns on the salt route across the Sahara, such as Ghadames, and the spectacular pre-historic rock art sites of Tadrart Acacus. These irreplaceable elements of the world's culture were facing real threats in the wake of the recent military action. Dr Hafed Walda provided a very absorbing profile of World Heritage sites and of urban and desert sites many of which remain totally un-designated and un-protected. He drew attention to the success that local people had achieved in guarding the sites during the conflict and offered his view on the needs now facing the country to raise awareness of the legacy and put in place structures to sustain their value in the face of potentially rapid changes.

During the Spring three more evening lectures focused on the work of three of the 28 ICOMOS International Scientific Committees (ISCs) These ISCs allow members from around the world to form networks of expertise in particular areas of cultural heritage. The three lectures were on the International Committee for the Conservation of the Industrial Heritage (TICCIH) by Stephen Hughes, who looked at TICCIH's work in promoting the study, protection, conservation and interpretation of the remains of industrialisation around the world. The second talk was by John Hurd, President of the ISC on Earthen Architectural Heritage (ISCEAH). He illustrated examples of the extraordinary types of earth construction around the world. In the final talk, Michael Morrison, the UK Representative of the International Polar Heritage Committee (IHPHC), profiles the work of the IHPHC in promoting international co-operation in the protection and conservation of non-indigenous heritage in the Arctic and Antarctic.

During the year great progress was made in improving our public profile through the introduction of a new publicity leaflet and the development of a new website that will allow much greater responsiveness and the capacity to engage with members. Our payment arrangements were also reconstructed to allow payment of subscriptions by Direct Debit and bookings for events and membership payments online.

ICOMOS-UK was invited to be part of a follow-up meeting to the DCMS Review of the UK's World Heritage Tentative List. This considered the priorities for nomination of those sites on the tentative list that were working to progress their nominations.

The World Heritage Committee has over the year considered planning challenges to UK World Heritage sites in Liverpool, Cornwall and Blaenavon. It has made progress with appointing ICOMOS-UK members as representatives on World Heritage site Steering committees in collaboration with the Chairs of those committees.

The Cultural Landscape and Historic Gardens Committee has completed its work on documenting key views of London's World Heritage sites and reached agreement with the British Library that they will hold the archive of images. It is progressing plans for an exhibition of the prints.

## Financial Review

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

The trustees aim to keep reserves sufficient to cover 2-4 months expenditure

# **International Council on Monuments & Sites - UK**

## **Trustees' Annual Report**

### **Details of any funds materially in deficit**

No fund of the Charity is in deficit

### **Accounting responsibilities of the trustees**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the association and of the income and expenditure of the association for that period. In preparing these accounts the trustees

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent
- Follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the association will continue its operations

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and to enable them to ensure that the accounts comply with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention of fraud and other irregularities

### **Approval**

This report was approved by the Trustees on 25 July 2012 and signed on their behalf

Donald Hankey  
President

# **International Council on Monuments & Sites - UK**

## **Independent Examiner's Report to the Trustees of the International Council on Monuments & Sites - UK (Icomos - UK)**

I report on the financial statements of the charity for the year ended 31 March 2012 which are set out on pages 6 to 9

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in a Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work of for this report.

### **Respective responsibilities of trustees and examiner**

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Anthony Alford  
Chartered Accountant  
Shepherd's Crook, Netherbury, Dorset DT6 5LY  
17 January 2013

# International Council on Monuments & Sites - UK

Statement of Financial Activities for the year ended 31 March 2012

	Restricted Funds £	Designated Funds £	Unrestricted Funds £	Total Funds £	2011 £
<b>Incoming Resources</b>					
Investment Income, Royalties, Membership Fees etc			36,426	36,426	46,678
Grants and Donations			13,121	13,121	30,669
<b>Total Incoming Resources</b>			<u>49,547</u>	<u>49,547</u>	<u>77,347</u>
<b>Resources Expended</b>					
Expenditure on activities and support costs	-	-	61,830	61,830	84,744
Management and administration					
<b>Total Resources Expended</b>	<u>-</u>	<u>-</u>	<u>61,830</u>	<u>61,830</u>	<u>84,744</u>
<b>Transfers</b>					
<b>Net Incoming (Outgoing) Resources for the Year</b>	<u>-</u>	<u>-</u>	<u>(12,283)</u>	<u>(12,283)</u>	<u>(7,397)</u>
Transfers		-	-		
<b>Other Recognised Gains and Losses</b>					
Unrealised gains on investment assets	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Movement in Funds</b>	<u>-</u>	<u>-</u>	<u>(12,283)</u>	<u>(12,283)</u>	<u>(7,397)</u>
Fund balances brought forward at 1 April 2011	3,792	-	20,592	24,384	31,781
<b>Fund balances carried forward at 31 March 2012</b>	<u><u>3,792</u></u>	<u><u>-</u></u>	<u><u>8,309</u></u>	<u><u>12,101</u></u>	<u><u>24,384</u></u>

There were no recognised gains or losses for 2011 or 2012 other than those included in the statement of Financial Activities.

The notes on pages 8 and 9 form an integrated part of these accounts.

# International Council on Monuments & Sites - UK

## Balance Sheet as at 31 March 2012

	Notes	2012		2011	
		£	£	£	£
<b>Fixed assets</b>					
Net Assets	2		2,501		748
<b>Current assets</b>					
Cash at bank and petty cash		36,047		27,714	
Debtors:	6	<u>2,818</u>		<u>23,115</u>	
		<u>38,865</u>		<u>50,829</u>	
<b>Current liabilities</b>					
Creditors	7	<u>29,265</u>		<u>27,193</u>	
<b>Net Current assets</b>			9,600		23,636
<b>TOTAL ASSETS</b>			<u>£ 12,101</u>		<u>£ 24,384</u>
Represented by:-					
Unrestricted funds					
General			8,309		20,592
Designated	5		-		-
Restricted Funds	4		3,792		3,792
			<u>£ 12,101</u>		<u>£ 24,384</u>

The notes on pages 8 and 9 form an integral part of these accounts.

Approved by the Trustees on 25 July 2012

Donald Hankey  
President

Andrew Webster  
Treasurer

# International Council on Monuments & Sites - UK

## Notes to the Accounts - 31 March 2012

### 1 ACCOUNTING POLICIES

(a) Basis of Preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005)

(b) Income

Income is accounted for as follows:

- (i) Membership and Fundraising Income, together with related expenditure, which accrues over a period of time is accounted for evenly during the period to which the income relates.
- (ii) Donations on a cash received basis unless donated for a specific period when an accruals basis is adopted
- (iii) Interest on an accruals basis
- (iv) Income tax refunds are accrued to match with the underlying income

(c) Tangible fixed assets

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and fittings	25% on reducing balance
Computer equipment	25% straight line

(d) Restricted Funds

Restricted Funds are those resources received which have limitations on their use specified by the donor.

Expenditure which meets the criteria specified is allocated directly to the fund together with a fair allocation of overhead and support costs.

(e) Unrestricted Funds

Funds received or generated for the objects of the Charity without a further specified purpose are treated as unrestricted income funds. Some of these resources are designated by the Trustees for particular purposes as they deem appropriate.

### 2 TANGIBLE FIXED ASSETS

	<b>Fixtures, Fittings and Computer Equipment</b>	<b>Total</b>
Cost	<b>£</b>	<b>£</b>
At 1 April 2011	18,424	18,424
Additions in year	2,587	2,587
<b>At 31 March 2012</b>	<b>21,011</b>	<b>21,011</b>
Depreciation		
At 1 April 2011	17,676	17,676
Charge for the year	834	834
<b>At 31 March 2012</b>	<b>18,510</b>	<b>18,510</b>
Net book values		
<b>At 31 March 2012</b>	<b>2,501</b>	<b>2,501</b>
At 1 April 2011	748	748

# International Council on Monuments & Sites - UK

## Notes to the Accounts - 31 March 2012

### 3 RELATED PARTIES

Certain personnel assist an independent charity INTACH UK Trust for which a management fee is received. Payroll costs are incurred but otherwise no commercial cross-over occurs between INTACH UK and ICOMOS-UK

### 4 RESTRICTED FUNDS

The following funds are restricted for the purposes described in their titles

	Balance 1 April 11 £	Additions in year £	Payments in year £	Balance 31 March 12 £
ISCCT Fund	807			807
Education and Training Fund	2,985			2,985
	<u>3,792</u>	-	-	<u>3,792</u>

### 5 DESIGNATED FUNDS

No funds have been designated by the Trustees during the year

### 6 DEBTORS

	2012 £	2011 £
Gift Aid recoverable	-	2,748
Grants receivable	1,345	18,444
Payments in advance	80	1,533
Sundry debtors	1,393	390
	<u>2,818</u>	<u>23,115</u>

### 7 CREDITORS

	2012 £	2011 £
Publications	3,000	3,000
Subscriptions received in advance	13,691	11,278
Payments received in advance	9,906	9,965
Deferred income	843	-
Sundry creditors	1,825	2,950
	<u>29,265</u>	<u>27,193</u>