

BOURNE TOWN HALL TRUST
CHARITY COMMISSION REGISTERED NO. 1176315

FINANCIAL STATEMENTS

for the year ended

31 December 2020

BOURNE TOWN HALL TRUST
Charity Information
for the year ended 31 December 2020

Charity number

1176315

Trustees

Mr Charles John Houseago
Mr Kevin Leslie Fisher
Mrs Hilary Elizabeth Bloomer
Mrs Nicola Ann Ferguson
Mrs Katrina Lloyd
Mrs Ranna Patel

Bankers

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

Independent Examiner

K.J. Maggs B.A, F.C.A.
Moore Thompson
Bank House
Broad Street
Spalding
Lincs
PE11 1TB

Registered Office

Bourne Town Hall
North Street
Bourne
PE10 9EA

BOURNE TOWN HALL TRUST
Annual Report
for the year ended 31 December 2020

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020.

The charity's principle address is The Old Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA.

Structure, governance and management

Governing document

The charity is constituted by the Charity Commission and was registered in England and Wales on 15 December 2017 with charity number 1176315. The charity is governed by its Foundation CIO constitution, which was adopted on 11 September 2017.

The charity is also known as Bourne Sessions House or Bourne Town Hall Restoration Project.

Objectives and Activities

Bourne Town Hall Trust CIO's objects are to provide facilities, in the interest of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre).

The trusts activities include the following:

1. Management to the Old Town Hall on behalf of the Town.
2. Applications for, and the management of, grants supporting the planned restoration and conversion of the building as a community Arts centre.
3. Organisation of events and fundraising.
4. Recruitment and management of volunteers to support the charity goals.
5. Coordination with all stakeholders.

Trustees

The trustees who are also the members and served the charity during the period are detailed on Page 1.

New trustees are appointed by the current trustees from people over 16 who have shown a keen interest in the work of the charity and have abilities required on the governing body, apart from the first charity trustees, every trustee must be appointed for a term of three years. At least one of the trustees must be 18 years of age or over. Training is provided to keep trustees up to date with new legislation etc. on a regular basis.

All new trustees are provided with a copy of the constitution and the latest Trustees Annual Report and statement of accounts. Trustees are removed from the board if they resign, have been absent from three consecutive meetings without due reason or voted off by a majority of the trustees due to conduct prejudicial to the charity.

Unless due to legal reasons for removal, the board shall consist of at least four trustees, whilst the maximum number of trustees is seven trustees. The charity may not appoint any trustees if as a result the number of trustees would exceed the maximum.

Financial Review

The results for the charity for the financial year are detailed on pages 6 to 12. These financial statements cover the early stages of the restoration project mainly establishing the viability and pathway forward.

Public Benefit

The trustees declare that they have due regards to the guidance on public benefit issues by the charity commission, all trustees have been provided with the Charity Commission Guidance Notes on Public Benefit and it is the intention to review the guidance with respect to our activities at trustee meetings each January.

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Public Benefit continued...

Bourne Town Hall was built on land donated by the Marquis of Exeter in 1821. The building provided for Petty and Quarter Sessions plus a covered market for the inhabitants of Bourne, Lincolnshire. Since this time the building had remained a central point of Bourne until the Magistrates Court ceased operations in 2008 and the local council relocated its offices in 2014. Since that time it had remained unoccupied and it was not seen as a cost effective use of Council funds especially during austerity.

The trustees and other volunteers consider the building to be an important part of the town and of the Bourne community. The support of the Bourne people and other entities will enable them to return the building to the local community and hopefully in perpetuity for the future.

The restoration project is expected to take a considerable time especially as the trustees wish to restore the fabric of the original Georgian building which has been hidden by modern additions. Once work is completed then we hope to have created an arts and entertainment centre for the whole community.

The building will have original features but will be flexible to match up to date expectations and requirements. It will not just be historic building it will be a practical and vibrant structure.

Achievement and Performance

During the period the Trust secured grant funding from various sources including the Len Pick Trust and Invest SK.

The Len Pick Trust grant has been partially used to install new flooring in the Shambles area. A balance of £2,000 remains in the restricted fund.

The Invest SK grant was to fund a Jazz Workshop/Performance, unfortunately this event had to be put on hold due to Covid-19 restrictions. It is anticipated that this will now take place during 2021.

Risk management

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The principal risk towards the Charity is a lack of funding and income to support its stated aims. The trustees have considered this risk and believe that with careful management they will be able to continue to fulfil the objectives of the Charity.

Going concern and the Covid-19 Pandemic

Due to the Covid-19 restrictions, all public events at the Town Hall were suspended for much of the year, although some cinema showings did take place prior to the lockdown announcement on 20 March 2020. The Trustees took the opportunity to make preparations in order to reopen when restrictions were relaxed in July 2021. Current reserves and on-going donations are sufficient to support the Trust at this time.

Property - Bourne Town Hall

The freehold property known as Bourne Town Hall in North Street, Bourne is currently held in trust by Lincolnshire County Council. The property will become a functional asset of the charity providing sufficient funds are secured to complete the renovation works.

The charity has a three year rent free period with a two year possible extension to enable initial works to be carried out and funds to be arranged.

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Reserves

It is the long term policy of the charity to aim to build sufficient reserves to meet 12 months base running costs of the building.

The charity trustees are in the process of raising funds for the restoration work of the whole building. This is expected to cost in the region of £1.8m and take three to four years to complete.

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfill the charity's continuing obligations. The carried forward unrestricted reserves as at 31 December 2020 are £19,384, and the carried forward restricted reserves as at 31 December 2020 are £3,000.

For and on behalf of the board of trustees:

Mr C Houseago
Chair of Trustees

Date: **12 September 2021**

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE
BOURNE TOWN HALL TRUST**

I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2020, which are set out on pages 6 to 12.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Dated: **20 September 2021**

K.J. Maggs B.A., F.C.A.
MOORE THOMPSON
Chartered Accountants
Spalding

BOURNE TOWN HALL TRUST
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 December 2020

	Note	2020 Unrestricted £	2020 Restricted £	Total £	2019 Total £
INCOME AND ENDOWMENTS FROM:					
Charitable donations		2,684	144	2,828	4,068
Grant income	2	-	5,000	5,000	7,869
Fund-raising		104	-	104	5,427
Charitable activities	3	5,220	-	5,220	16,907
TOTAL INCOME		8,008	5,144	13,152	34,271
EXPENDITURE ON:					
Raising funds					
Event costs		-	-	-	1,452
Advertising and publicity		-	-	-	283
		-	-	-	1,735
Charitable activities	4	12,660	-	12,660	19,333
Support costs					
Subscriptions		148	144	292	100
Bank and card charges		73	-	73	92
Accountancy fees		480	-	480	1,039
Independent examination		480	-	480	480
		1,181	144	1,325	1,711
TOTAL EXPENDITURE		13,841	144	13,985	22,779
NET (EXPENDITURE) / INCOME		(5,833)	5,000	(833)	11,492
Transfers between funds	8	2,000	(2,000)	-	-
NET MOVEMENT IN FUNDS		(3,833)	3,000	(833)	11,492
Reconciliation of funds:					
Brought forward		23,217	-	23,217	11,725
Carried forward		19,384	3,000	22,384	23,217

The notes on pages 8 to 12 form part of these accounts

BOURNE TOWN HALL TRUST

BALANCE SHEET

At 31 December 2020

		2020		2019	
	Note	£	£	£	£
FIXED ASSETS					
Fixtures, fittings and equipment	5		14,960		16,199
CURRENT ASSETS					
Stock		205		703	
Debtors					
Trade debtors		1,000		-	
Other debtors		294		150	
Prepayments		36		-	
		1,330		150	
Bank and cash in hand					
CAF Bank		7,796		8,646	
Cash in hand		250		250	
		8,046		8,896	
Current Assets		9,581		9,749	
CREDITORS: Amounts falling due within one year					
Trade creditors		1,197		1,771	
Accruals		960		960	
		2,157		2,731	
NET CURRENT ASSETS			7,424		7,018
TOTAL ASSETS LESS LIABILITIES			22,384		23,217
CHARITY FUNDS					
Restricted funds	8		3,000		-
Unrestricted funds			19,384		23,217
			22,384		23,217

The financial statements on pages 6 to 11 were approved by the Trustees on **12 September 2021** and signed on their behalf by:

Mr C Houseago
Chair of Trustees

Mrs K Lloyd
Treasurer

The notes on pages 8 to 12 form part of these accounts

BOURNE TOWN HALL TRUST
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2020

1. Accounting Policies

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(a) Basis of preparation of financial statements

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

(b) Funds

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is recognised in the accounts when the amount can be measured reliably and the Charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

(d) Expenditure recognition

Expenditure is accounted for gross on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure include all resources applied by the Charity in undertaking its charitable objectives as opposed to support costs.

BOURNE TOWN HALL TRUST
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2020

1. Accounting Policies (continued)

(d) Expenditure recognition (continued)

Support costs are those that assist the work of the Charity but do not directly represent charitable activities and include office costs and governance costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

(e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(f) Tangible fixed assets

Tangible fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows.

Computer equipment	3 years	straight line
Office equipment	5 years	straight line
Furniture	3 years	straight line
Leasehold property improvements	5 years	straight line

(g) Going Concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, which is sufficient with the level of reserves of the Charity to be able to continue as a going concern.

2. Grants receivable

	2020	2019
	£	£
Bourne Town Council	-	1,000
InvestSK Limited	1,000	2,500
Len Pick Trust	4,000	-
South Kesteven District Council	-	2,369
Tesco Community Awards	-	2,000
	<u>5,000</u>	<u>7,869</u>

3. Charitable activities - income

	2020			2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Event Ticket Sales	3,048	-	3,048	9,634
Bar sales	1,172	-	1,172	6,273
Grants towards utilities	1,000	-	1,000	1,000
	<u>5,220</u>	<u>-</u>	<u>5,220</u>	<u>16,907</u>

BOURNE TOWN HALL TRUST
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2020

4. Charitable activities - expenditure

	2020			2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Bar stock	852	-	852	2,925
Entertainment	2,411	-	2,411	6,466
Ticketing costs and fees	144	-	144	1,147
Licences and subscriptions	70	-	70	464
Cleaning costs	14	-	14	42
Telephone and communications	274	-	274	175
Computer running costs	120	-	120	117
Repairs and maintenance	911	-	911	1,370
Printing, postage and stationary	19	-	19	176
Small equipment	144	-	144	619
Training costs	-	-	-	585
Light and heat	2,872	-	2,872	1,905
Legal and professional fees	-	-	-	467
Insurance	331	-	331	291
Utilities	218	-	218	263
Sundry expenses	39	-	39	65
Depreciation	4,241	-	4,241	2,256
	<u>12,660</u>	<u>-</u>	<u>12,660</u>	<u>19,333</u>

5. Fixed assets

	Leasehold property improvements	Computer equipment	Furniture, fixtures & equipment	Total
	£	£	£	£
Cost				
Brought forward	11,520	2,248	4,700	18,468
Additions	2,075	-	927	3,002
Carried forward	<u>13,595</u>	<u>2,248</u>	<u>5,627</u>	<u>21,470</u>
Depreciation				
Brought forward	1,152	615	502	2,269
Charge	2,304	740	1,197	4,241
Carried forward	<u>3,456</u>	<u>1,355</u>	<u>1,699</u>	<u>6,510</u>
Net book value				
At 31 December 2020	<u>10,139</u>	<u>893</u>	<u>3,928</u>	<u>14,960</u>
At 1 January 2020	<u>10,368</u>	<u>1,633</u>	<u>4,198</u>	<u>16,199</u>

6. Trustees Remuneration, Expenses and Control

There were no remuneration or expenses paid to the Trustees during the period. The Charity is controlled by the Trustees as a body. No individual Trustee has control over the Charity.

BOURNE TOWN HALL TRUST
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2020

7. Related Party Transactions

There are no related party transactions during the period.

8. Restricted funds

The following are treated as being restricted:

Len Pick Trust

These monies were granted for the provision of new flooring in the Shambles, the total cost of which will be £4,150 spread over two financial years.

Jazz Workshop

Monies were received from InvestSK Ltd for the provision of a Jazz band and music workshop, unfortunately this event was postponed due to the Covid-19 lockdown restrictions.

Transfers

When restricted funds have been used for the purpose for which they were granted and the restriction no longer applies then the funds are transferred into unrestricted or endowment funds depending upon the stated requirements or purpose of the asset where applicable.

	At 1/1/20 £	Income £	Outgoing £	Transfers £	At 31/12/20 £
Shambles New Flooring	-	4,000	-	(2,000)	2,000
Jazz Workshop	-	1,000	-	-	1,000
Quick Books Subscription	-	144	(144)	-	-
Restricted funds	-	5,144	(144)	(2,000)	3,000
Unrestricted funds	23,217	8,008	(13,841)	2,000	19,384
	<u>23,217</u>	<u>13,152</u>	<u>(13,985)</u>	<u>-</u>	<u>22,384</u>
2020		Fixed assets £	Current assets £	Current liabilities £	Total £
Shambles New Flooring	-	-	2,000	-	2,000
Jazz Workshop	-	-	1,000	-	1,000
Quick Books Subscription	-	-	144	(144)	-
Restricted funds	-	-	3,144	(144)	3,000
Unrestricted funds	14,960	14,960	6,437	(2,013)	19,384
		<u>14,960</u>	<u>9,581</u>	<u>(2,157)</u>	<u>22,384</u>
2019		Fixed assets £	Current assets £	Current liabilities £	Total £
Viability Study	-	-	9,249	(7,710)	1,539
Meanwhile Works	-	-	7,107	-	7,107
Restricted funds	-	-	16,356	(7,710)	8,646
Unrestricted funds	16,199	16,199	(6,607)	4,979	14,571
		<u>16,199</u>	<u>9,749</u>	<u>(2,731)</u>	<u>23,217</u>

BOURNE TOWN HALL TRUST
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2020

9. Financial Commitment

The charity has a rent free agreement with Lincolnshire County Council for a period of three years with a option to extend to five years. Due to the historic nature and condition of the building it has not been possible to estimate a market rent and as such the gift in kind has not been included in the Statement of Financial Activities.

10. Comparatives

STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND ENDOWMENTS FROM:

Charitable donations	4,068	-	4,068
Grant income	-	7,869	7,869
Fund-raising	5,427	-	5,427
Charitable activities	16,907	-	16,907
TOTAL INCOME	<u>26,402</u>	<u>7,869</u>	<u>34,271</u>

EXPENDITURE ON:

Raising funds			
Event costs	1,452	-	1,452
Advertising and publicity	163	120	283
Charitable activities			
Bar stock	2,925	-	2,925
Entertainment	6,466	-	6,466
Ticketing costs and fees	1,147	-	1,147
Licences and subscriptions	464	-	464
Cleaning costs	42	-	42
Telephone and communications	175	-	175
Computer running costs	101	16	117
Repairs and maintenance	1,301	69	1,370
Printing, postage and stationary	176	-	176
Small equipment	162	457	619
Training costs	165	420	585
Light and heat	1,905	-	1,905
Legal and professional fees	467	-	467
Insurance	291	-	291
Utilities	263	-	263
Sundry expenses	65	-	65
Depreciation	2,256	-	2,256
Support costs			
Bank charges	92	-	92
Subscriptions	100	-	100
Accountancy fees	1,039	-	1,039
Independent examination	480	-	480
TOTAL EXPENDITURE	<u>21,697</u>	<u>1,082</u>	<u>22,779</u>
NET INCOME	<u>4,705</u>	<u>6,787</u>	<u>11,492</u>