

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2023

The Bourne Arts and Community Trust Limited is registered with the Charity Commission under number 1079939.

Objects

The Charity's objects ("the Objects") are

- (i) To promote the benefit of the inhabitants of Bourne and the surrounding villages (hereinafter called 'the area of benefit') without discrimination of sex, sexual orientation, race or of political religious or other opinions, by associating together the inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education, relieve poverty and sickness, and to provide facilities in the interests of social welfare, for recreation and other leisure-time occupations with the object of improving the conditions of life for the said inhabitants.
- (ii) To establish or secure the establishment of a Community and Arts Centre and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body in furtherance of these objects.

Administration

The administration of the charity conforms to the provisions of its constitution by a Board who are the Charity Trustees.

Trustees

The number of Trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to a maximum.

Membership

At the Annual General Meeting one-third of the Trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he or she shall retire.

Subject to the provisions of the Act, the Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

If the Charity at the meeting at which a Trustee retires by rotation, does not fill the vacancy the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at a meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

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The Trustees serving the charity during the period 1st May 2022 to 30th April 2023 were as follows:

Mr R Baldwin
Mr M G Cejer JP (Company Secretary) – sadly deceased Sept 2022
Mr A E Mear
Mr R Miskelly
Mr M Siddle (Chair of Trustees)
Councillor Paul Fellows – ceased Dec 2022
Ms C Hall (Treasurer) – ceased Aug 2022
Ms P Hallas
Mr M Adkins
Ms A Marvell
Ms C Bishop - ceased Feb 2023
Mr N Wakefield - ceased Feb 2023

The Trustees listed above are also Directors of Bourne Arts and Community Trust Limited, Company number 03755942.

Nominated Trustee Nick Legge (Bourne United Charities)

Review of the year

The reporting year commenced with rental income still well below pre-Covid levels, however this has steadily increased over the year, primarily driven by engagement with the community via social media, our website and direct opportunities. This engagement has been facilitated through the Covid recovery “Connecting Communities Project”, which was funded by the National Lottery Heritage Fund (NLHF). Heritage Lincolnshire were contracted as consultants.

The following is a summary of the project completed in November 2022:-

- 1) Despite some initial problems, the “Connecting Communities” project was a great success.
- 2) The website is improved and other digital marketing improvements are already bringing new “business” to Wake House and will continue to in the future.
- 3) During the project our income has returned to near pre-covid levels. Additionally, our improved resilience will ensure that we will be able to continue successfully supporting Bourne’s community in the future.
- 4) The consultancies have provided the Trustees with plans for the future and targeted training to support development of the “business”, community support and the Charles Frederick Worth heritage.
- 5) The Heritage Interpretation Plan, the new Heritage Volunteers and the unexpected discoveries made during the heritage consultancy will enable us to benefit from the CFW heritage and his connections to the town.
- 6) A particular future focus for Wake House, together with local groups, the V&A and the Worth family should be the 200th anniversary of the birth of Charles Frederick Worth in 2025. A further NLHF grant application has been applied for, which would make it is possible to

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support planning realisation of 200th anniversary activities and would include funding of restoration work on the building.

During the year we have welcomed several new and previous users. The Citizens Advice Bureau re-commenced in July 2022 and attend on two days per week thanks to the facilitation of Greg Cejer (BACT Trustee) and joint funding from Bourne Town Council and Bourne United Charities.

Trustees have made several necessary improvements to the structure and décor of the building. These improvements have been carried out by Trustees themselves or local tradesmen at reduced rates.

- Refurbishment of the Administration Office – Insulation, electrical wiring, new blinds, new printer, digital phone line, improved WiFi.
- New Carpets – two rooms, spiral staircase and 1st floor corridor – assisted by donation from the Deepings Raft Race.
- Investigation into boiler/heating issues.
- Replacement of locks on front and rear doors and CAB room.
- Refurbishment of Windmill room.
- Approval has been received from BUC to progress the third party management of the Wake House car park.

A considerable amount of work remains to bring both the exterior and interior of the building to the standard we would like.

Trustees have hosted or attended several successful events during the reporting period.

- National Heritage Open Days – Wake House opened it's doors on 17th and 18th September 2022 with approximately 90 people visiting the building. A Sewing Bee type competition was held on the Sunday with ten competitors.
- Trustees visited the Victoria and Albert Museum in October 2022 to view Charles Worth artefacts held by the museum and made contacts at the V&A which we hope will be helpful in preparing for the 2025 bicentennial celebration.
- A Bingo night has been held on a monthly basis commencing in November 2022 with over thirty attendees at each event.
- BACT participated in the Warm Hub initiative funded by BUC from November 2022 to March 2023.
- Three Trustees acted as Marshals during the August 2022 Deepings Raft Race and a very kind donation was received from the race committee.
- Wake House opened for four days during the Queens Platinum Jubilee, with displays of the Royal Family and teas/coffees available.
- A Christmas lunch was hosted for Wake House users.
- Wake House opened for the Christmas Carnival and lights switch on.

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At the end of the reporting period the Trust had seven Trustees who meet on a monthly basis at Wake House.

Several changes have taken place over the period, with the resignation of Caroline Hall (Treasurer) in August 2022, Paul Fellows in December 2022, Claire Bishop and Nathan Wakefield (Treasurer) in February 2023.

We thank them for their service during their time as Trustees.

Our long standing Trustee and colleague Greg Cejer passed away suddenly in September 2022. Greg had served as Chair, Secretary and Treasurer during his much valued service as a BACT Trustee and will be sorely missed.

Roy Miskelly, an original Trustee is our Maintenance Manager and acts as liaison with the staff. Greg Cejer was our Company Secretary and responsible for ensuring that the Trust meets its Charity Commission and Companies House responsibilities. This position is currently vacant, but being filled on a temporary basis by Martin Siddle. Roger Baldwin administers the Staff wages. Alan Mear heads the Works Committee and the Staffing Committee. Pam Hallas is an HR Manager with a large employer and brings associated skills. Abigail Marvell has developed our events (particularly Bingo). Martin Adkins has re developed our website and improved our IT systems.

David Bower has given invaluable financial advice to the Trust and continues to do so. Martin Siddle is Chair of the Trustees.

Robert Parker is our examiner of accounts and we are appreciative of his support for the Trust.

Nick Legge has been the BUC representative attending monthly Trustees meetings.

The Trust recognises that it must strengthen its membership as is currently in a weakened position due to a lack of Treasurer and Company Secretary. This is particularly important if we are to be successful in our next phase of our development project leading into the Bicentennial celebration of Charles Frederick Worth.

The Trust has been ably supported over the year by its members of staff, Julie Smith (Cleaner), Abigail Marvell (short period as cleaner), Nic Willet (Cleaner), Adele Read (Administrator) and Roy Miskelly (Maintenance/ Caretaker).

The Trust would also like to acknowledge the support it has received from the following volunteers:-

Ann Wakefield – Heritage Volunteer

Jenni Ashcroft – Heritage Volunteer

Paul Mead – Maintenance Volunteer

Nathan Read – Maintenance Volunteer.

Melvyn Lane – Coffee Mornings

As we progress through 2023 into 2024, the Trustees will continue to manage the workings of the Trust to ensure that it is fit for purpose and to secure the future of BACT and Wake House for the people of Bourne and the surrounding villages.

For details of room rates and availability please either e-mail

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enquiries@wakehouse.org.uk , telephone on 01778 782224 or visit our website at www.wakehouse.org.uk

Financial Review of the Year.

We made an operational deficit of £23,717.92 in 2022-23 compared to a £8,284 surplus in 2021-22.

Rents received during the year were £44,902.71, which was a great improvement on the £29,668 of the previous year (ending April 2022).

The main contributors to increased running costs are as follows:-

- Payment of salary to the Administrator (from 1st May 2022). The Administrator had previously been working on an unpaid voluntary basis.
- Loss of support from the Government furlough grant.
- Increase Utility bills, however these have been slightly offset by favourable contracts negotiated by Utility Aid.
- Payment of 10% of the value of rental income to our landlords Bourne United Charities as per the Lease Agreement.
- Increase Insurance costs.

Throughout the year the Trust has monitored its expenditure closely to ensure that only necessary costs were incurred. This included expenditure on making improvements to the building that should encourage greater use of its facilities going forward.

The funds of the charity are held in two accounts with Lloyds TSB.

All accounts are available to the public at the Annual General Meeting and from the Charity Commission.

By order of the Directors and Trustees

Signed: Martin Siddle

M Siddle – Director and Trustee

Dated: 13-11-2023

BOURNE ARTS AND COMMUNITY TRUST LIMITED
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FOR THE PERIOD ENDED 30th APRIL 2023

Bourne Arts & Community Trust

Profit and Loss Report

01 May, 2022 - 30 April, 2023

Analysis Type: ALL

	This Period		
	2022/2023	2021/2022	Difference

SALES

4000 - Room Hire	44,886.21	21,510.28	23,375.93
4105 - Room 5 Rental		32.00	-32.00
4108 - Room 8/9 Rental		3,290.50	-3,290.50
4123 - Room 23 Rental		1,615.00	-1,615.00
4134 - Room 34 Rental		938.00	-938.00
4141 - Baxter Room Rental		260.00	-260.00
4146 - Windmill Room Rental	16.50	1,078.25	-1,061.75
4151 - CHS1 Rental		770.00	-770.00
4160 - Coffee Sales	419.56		419.56
4200 - Gift Aid Received	64.34	451.38	-387.04
4210 - Grants Received	13,216.00	26,996.00	-13,780.00
4212 - Donations Received	4,840.60	3,428.38	1,412.22
4215 - Other income	2,489.63		2,489.63
4216 - Events Income	712.20		712.20
Total Sales (£)	66,645.04	60,369.79	6,275.25

DIRECT EXPENSES

5000 - Materials Purchased	1,061.30	1,432.31	-371.01
5001 - Equipment	281.17	406.18	-125.01
5002 - Miscellaneous Purchases	1,185.16	79.57	1,105.59
5100 - Rent BUC	4,484.37		4,484.37
7000 - Gross Wages	25,323.67	13,710.66	11,613.01
7002 - Pensions	363.65		363.65
7003 - Furlough Payments from HMRC		-3,893.46	3,893.46
7006 - Employers N.I.	594.39		594.39
7013 - Staff Expenses	1,177.29	1,075.51	101.78
7104 - Premises Insurance	1,989.54	877.99	1,111.55

7106 - Music Licence	-389.68	374.28	-763.96
7603 - Consultancy Fees	21,549.14	11,540.59	10,008.55
Total Direct Expenses (£)	57,620.00	25,603.63	32,016.37
GROSS PROFIT/LOSS (£)	9,025.04	34,766.16	-25,741.12
% Profit	13.54%	57.59%	
OVERHEADS			
6201 - Advertising	83.30		83.30
6900 - Security		136.80	-136.80
7102 - Water Rates	276.00	191.52	84.48
7103 - General Rates	1,809.00	1,226.43	582.57
7107 - Rent	679.10	2,949.40	-2,270.30
7200 - Electricity	2,349.98	-66.79	2,416.77
7201 - Gas	3,063.94	3,116.84	-52.90
7500 - Office Equipment	332.46		332.46
7501 - Postage and Carriage	7.60	11.40	-3.80
7502 - Office Stationery	89.84	101.22	-11.38
7550 - Telephone and Fax	1,031.91	467.04	564.87
7800 - Repairs and Renewals	4,466.24	3,490.88	975.36
7801 - Cleaning	924.39	891.70	32.69
7802 - Waste Disposal	726.84	685.68	41.16
8100 - Bad Debt Write Off		-2,500.00	2,500.00
8201 - Subscriptions	881.45	76.80	804.65
8204 - Insurance	953.03	938.91	14.12
8205 - Refreshments	702.57	146.00	556.57
8228 - Events Purchases	92.06		92.06
8250 - Sundry Expenses		344.66	-344.66
8950 - Plant Depreciation	624.00	624.00	
8955 - Leasehold Improvements Depn	13,649.25	13,649.25	
Total Overheads (£)	32,742.96	26,481.74	6,261.22
NET PROFIT/LOSS (£)	-23,717.92	8,284.42	-32,002.34
% Profit	-35.59%	13.72%	

Bourne Arts & Community Trust

Balance Sheet Report

To: 30 April, 2023

ASSETS

Fixed Assets

0035 - Plant and Machinery	16,732.00	
0036 - Plant and Machinery Depn	-15,484.00	
0050 - Leasehold Improvements	109,193.97	
0055 - Leasehold Improvements Depn	-47,235.43	
	Total Fixed Assets	£63,206.54

Current Assets

1100 - Debtors Control Account	3,289.25	
1102 - Other Debtors	122.00	
1200 - Lloyds Account	52,007.39	
1220 - Cash Account (coffee shop)	58.24	
1231 - Lloyd Donation Account	13,924.40	
1251 - Wake House Events	270.14	
	Total Current Assets	£69,671.42

TOTAL ASSETS	£132,877.96
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LIABILITIES

Current Liabilities

1101 - Bad Debt Provision	2,500.00
2100 - Creditors Control Account	1,931.47
2108 - Other Creditors	7,433.77
2109 - Accruals	32.00

2110 - Paye Control

205.67

Total Current Liabilities

£12,102.91

Future Liabilities

Total Future Liabilities

£0.00

TOTAL LIABILITIES

£12,102.91

TOTAL NET ASSETS

£120,775.05

EQUITY

3205 - Restricted Funds

4,800.00

Net Profit / Loss

115,975.05

3200 - Profit and Loss Account

131,235.55

Net Profit / Loss (prior year(s))

8,457.42

Net Profit / Loss (current year)

-23,717.92

TOTAL EQUITY

£120,775.05

Scrutineers Report to the Trustees

I have scrutinised, without undertaking a full audit, the accounts for the year to April 2023 and can confirm from the information provided to me that they give a true and fair view of the Profit and Loss and Balance Sheet

15th November 2023



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