

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2024

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.

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2024

The Trustees serving the charity during the period 1st May 2023 to 30th April 2024 were as follows:

Mr R Baldwin
Mr A E Mear
Mr R Miskelly
Mr M Siddle (Chair of Trustees)
Ms P Hallas
Mr M Adkins
Ms A Marvell (resigned December 2023)
Mrs Ann Wakeford
Mr David James (Company Secretary)

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

Review of the year

The reporting year has seen rental steadily increase over the year, primarily driven by engagement via social media, our website and direct opportunities. The Administrator and Trustees have worked to foster relationships within the local community and this has contributed significantly to raising the profile of BACT and Wake House in the town.

Following on from a very successful NLHF Covid Recovery grant funded project, BACT submitted an application to NLHF for development funding to both: - repair/restore Wake House, improve access for visitors and - develop the Charles Frederick Worth heritage. The title of the project being "Celebrating 200 Years of Worth", based on the bicentennial of Worth's birth at Wake House in October 1825.

The application is in three stages:

Expression of Interest (EOI)

Development Stage

Delivery Stage

Our first EOI was submitted on 4th March 2023 and rejected, however we were asked for additional information and to discuss the proposed project.

A revised EOI was submitted on 3rd July 2023 and this submission was accepted and invited to bid for funding in the region of £4-500K (this sum has subsequently significantly increased)

Over the reporting year Trustees have worked to complete the Development Stage application, with the target of submission by end of May 2024. A Partnership Agreement has been drawn up with Heritage Trust of Lincolnshire to assist in the project. Particular thanks must go to Alan Mear who has led on this project.

During the year we have welcomed several new and previous users. The Citizens Advice Bureau continues to attend on two days per week thanks to joint funding from Bourne Town Council and Bourne United Charities. The mix of users is in line with the BACT charity objects.

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2024

In order to alleviate the lack of car parking spaces, due to parking by non-users of Wake House, a third party managed car parking system (camera controlled) was installed and made live in September 2023. BACT gain no financial benefit from this installation (see Finance Report below)

Health and Safety

- A fire safety inspection was carried out by the Lincolnshire Fire and Rescue Service on 15th May 2023. Issues raised have been actioned by Trustees.
- New CCTV system installed. Three external cameras and six internal. This being partly funded by donations from Bourne United Charities and the Len Pick Trust.
- Additional external security lights fitted.
- Electrical installations have been checked throughout the building and confirmed as safe.
- At the request of the landlords (BUC) the building was checked for the presence of Reinforced Autoclaved Aerated Concrete (RAAC). Investigation was carried out with reference to the Government Guidance on Identification of RAAC by Mr Steve Bloomer (PhD in Concrete Technology). There is no evidence that RAAC is present in the building.
- BACT Trustees and staff received Defibrillator Training from the St John's Ambulance Association.

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 completed – Insulation, electrical wiring, new blinds, new carpet, 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.
- Boiler efficiency improved.
- Guttering to East and North side of the building cleared of debris.
- Various working parties by Trustees to de-clutter the building and trim trees and vegetation in the car park.
- One of the three first floor front windows in the old Windmill Tavern building became unsafe during last winter's high winds. This has been replaced after the granting of Listed Building consent. Two others are not so weak, but remain boarded up as a precaution.

A considerable amount of work remains to bring both the exterior and interior of the building to the standard we would like. Success in stage three of our bid for NLHF grant funding (Celebrating 200 Years of Worth) would allow us to achieve this.

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

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2024

- Bourne Town Council awarded Wake House “Best Dressed Building” by during the King’s Coronation Celebrations.
- National Heritage Open Days – Wake House opened its doors on 16th and 17th September 2023 with approximately 150 people visiting the building.
- Bingo nights continue to be held on a monthly basis, the proceeds of which go towards improvements to Wake House. A portable projector and screen have been purchased from these funds.
- October 2025 will be the bicentennial of the birth of Charles Frederick Worth who was born at Wake House. Meetings commenced at Wake House in February 2024 of community groups and stakeholders to facilitate celebrations within the town.
- Representatives of BACT participated in the town Remembrance Parade and laid a wreath on behalf of the trust.
- A Christmas lunch was hosted for Wake House users.
- Wake House opened for the Christmas Carnival and lights switch on and successfully hosted several craft stalls situated throughout the building.

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

Abigail Marvell resigned from the Trust in December 2023, following a change in circumstances.

We thank Abigal for her valued service during her time as Trustee.

Ann Wakeford joined a Trustee in November 2023 and David James in January 2024. Ann continues in her role as a Heritage Research Volunteer and is the lead Trustee for volunteer recruitment. David James has taken on the role of Company Secretary and is responsible for ensuring that the Trust meets its Charity Commission and Companies House responsibilities

Roy Miskelly, an original Trustee is our Maintenance Manager and acts as liaison with the staff. The position of Treasurer has been vacant during this reporting period, this being filled on a temporary basis by Martin Siddle. Roger Baldwin administers the Staff wages. Alan Mear heads the Works Committee, the Staffing Committee and has led on the NLHF application. Pam Hallas is an HR Manager with a large employer and brings associated skills.

Martin Adkins has re developed our website and improved our IT systems.

Martin Siddle is Chair of the Trustees.

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

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

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

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2024

Ann Wakeford – Heritage Volunteer and Trustee
Jenni Ashcroft – Heritage Volunteer
Sue Mear – Heritage Volunteer
Averil James - Volunteer
Nathan Read – Maintenance
Simon Stuart – Electrician and Plumbing
Kevin Brown – Building works

As we progress through 2024 into 2025, 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 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 £15,868,44 in 2023-24 compared to a £23717.92 deficit in 2022-23.

Although a deficit, this year was a significant improvement on the previous year.

Rental income was £52,089.71 which was an increase of £7203.50 against year ending April 2023. Money raising events have taken place over the year and these have made a welcome contribution. Particular thanks must go to the Cejer family for allowing the sale of model railway items. There has been a reduction in the donations received, however £2000 was received each from Bourne United Charities and the Len Pick Trust towards the cost of replacing the CCTV system.

The main contributory factors to increased overhead costs are as follows:-

- Cost of essential works both internal and external to improve the security, safety and ambience of the building (see above in the report)
- Utility bills remain high, however these are on a par with the previous year.
- Payment of 10% of the value of rental income to our landlords Bourne United Charities as per the Lease Agreement.
- Payment of 10% of the VAT charge for each fine administered by Britannia Parking (new cost this financial year)
- The Trust continues to pay its staff in line with Government guidelines.

Throughout the year the Trust has monitored its expenditure closely to ensure that only necessary costs were incurred. Improved banking procedures have been implemented under the guidance of Mr David Bower. These will ensure an audit trail which protects BACT staff and the Trustees.

The funds of the charity are held with Lloyds TSB.

BOURNE ARTS AND COMMUNITY TRUST LIMITED
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE PERIOD ENDED 30th APRIL 2024

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: 11-11-2024

Bourne Arts & Community Trust

Profit and Loss Report

01 May, 2023 - 30 April, 2024

Sales

4000 - Room Hire	52,089.71	
4160 - Coffee Sales	977.64	
4210 - Grants Received	4,000.00	
4212 - Donations Received	1,375.95	
4215 - Other income	1,500.00	
4216 - Events Income	2,715.18	
	Total Sales	£62,658.48

Direct Expenses

5001 - Equipment	271.92	
5002 - Miscellaneous Purchases	117.15	
5100 - Rent BUC	5,674.60	
7000 - Gross Wages	27,503.52	
7002 - Pensions	432.57	
7006 - Employers N.I.	734.53	
7007 - Christmas Bonus	120.00	
7104 - Premises Insurance	1,109.17	
7106 - Music Licence	142.28	
	Total Direct Expenses	£36,105.74

GROSS PROFIT / LOSS **£26,552.74**

Overheads

6201 - Advertising	117.60
7102 - Water Rates	348.00
7200 - Electricity	1,699.10

7201 - Gas	3,629.99	
7202 - Britannia Parking	451.13	
7500 - Office Equipment	767.50	
7501 - Postage and Carriage	7.60	
7502 - Office Stationery	63.74	
7550 - Telephone and Fax	1,309.90	
7800 - Repairs and Renewals	13,578.53	
7801 - Cleaning	1,306.14	
7802 - Waste Disposal	775.16	
8201 - Subscriptions	1,017.22	
8204 - Insurance	444.86	
8205 - Refreshments	553.07	
8228 - Events Purchases	889.05	
8950 - Plant Depreciation	676.00	
8955 - Leasehold Improvements Depn	14,786.59	
	Total Overheads	£42,421.18
	NET PROFIT / LOSS	-£15,868.44

Bourne Arts & Community Trust

Balance Sheet Report

To: 30 April, 2024

ASSETS

Fixed Assets

0030 - Office Equipment	-70.50	
0035 - Plant and Machinery	16,684.00	
0036 - Plant and Machinery Depn	-16,167.50	
0050 - Leasehold Improvements	109,193.97	
0055 - Leasehold Improvements Depn	-62,022.02	
	
	Total Fixed Assets	£47,617.95

Current Assets

1100 - Debtors Control Account	1,727.81	
1102 - Other Debtors	122.00	
1200 - Lloyds Account	65,053.12	
1220 - Cash Account (coffee shop)	99.09	
1251 - Wake House Events	209.59	
	
	Total Current Assets	£67,211.61

TOTAL ASSETS	£114,829.56
---------------------	--------------------

LIABILITIES

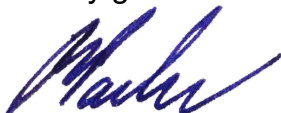
Current Liabilities

1101 - Bad Debt Provision	2,500.00	
2100 - Creditors Control Account	1,065.27	
2109 - Accruals	5,706.60	
2110 - Paye Control	850.58	
	

	Total Current Liabilities	£10,122.45
Future Liabilities		
	Total Future Liabilities	£0.00
	TOTAL LIABILITIES	£10,122.45
	TOTAL NET ASSETS	£104,707.11
EQUITY		
3205 - Restricted Funds	4,800.00	
Net Profit / Loss	99,907.11	
3200 - Profit and Loss Account	131,235.55	
Net Profit / Loss (prior year(s))	-15,460.00	
Net Profit / Loss (current year)	-15,868.44	
	TOTAL EQUITY	£104,707.11

Scrutineers Report to the Trustees Bourne Arts and Community Trust

I have scrutinised, without undertaking a full audit, the accounts for the year to 30th April 2024 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



30th Oct 2024

Bourne Arts & Community Trust

Profit and Loss Report

01 May, 2023 - 30 April, 2024

Sales		
4000 - Room Hire	52,089.71	
4160 - Coffee Sales	977.64	
4210 - Grants Received	4,000.00	
4212 - Donations Received	1,375.95	
4215 - Other income	1,500.00	
4216 - Events Income	2,715.18	
	Total Sales	£62,658.48
Direct Expenses		
5001 - Equipment	271.92	
5002 - Miscellaneous Purchases	117.15	
5100 - Rent BUC	5,674.60	
7000 - Gross Wages	27,503.52	
7002 - Pensions	432.57	
7006 - Employers N.I.	734.53	
7007 - Christmas Bonus	120.00	
7104 - Premises Insurance	1,109.17	
7106 - Music Licence	142.28	
	Total Direct Expenses	£36,105.74
	GROSS PROFIT / LOSS	£26,552.74
Overheads		
6201 - Advertising	117.60	
7102 - Water Rates	348.00	
7200 - Electricity	1,699.10	

7201 - Gas	3,629.99	
7202 - Britannia Parking	451.13	
7500 - Office Equipment	767.50	
7501 - Postage and Carriage	7.60	
7502 - Office Stationery	63.74	
7550 - Telephone and Fax	1,309.90	
7800 - Repairs and Renewals	13,578.53	
7801 - Cleaning	1,306.14	
7802 - Waste Disposal	775.16	
8201 - Subscriptions	1,017.22	
8204 - Insurance	444.86	
8205 - Refreshments	553.07	
8228 - Events Purchases	889.05	
8950 - Plant Depreciation	676.00	
8955 - Leasehold Improvements Depn	14,786.59	
	Total Overheads	£42,421.18
	NET PROFIT / LOSS	-£15,868.44

Bourne Arts & Community Trust

Balance Sheet Report

To: 30 April, 2024

ASSETS

Fixed Assets

0030 - Office Equipment	-70.50	
0035 - Plant and Machinery	16,684.00	
0036 - Plant and Machinery Depn	-16,167.50	
0050 - Leasehold Improvements	109,193.97	
0055 - Leasehold Improvements Depn	-62,022.02	
	
	Total Fixed Assets	£47,617.95

Current Assets

1100 - Debtors Control Account	1,727.81	
1102 - Other Debtors	122.00	
1200 - Lloyds Account	65,053.12	
1220 - Cash Account (coffee shop)	99.09	
1251 - Wake House Events	209.59	
	
	Total Current Assets	£67,211.61

TOTAL ASSETS	£114,829.56
---------------------	--------------------

LIABILITIES

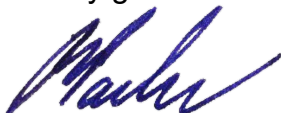
Current Liabilities

1101 - Bad Debt Provision	2,500.00	
2100 - Creditors Control Account	1,065.27	
2109 - Accruals	5,706.60	
2110 - Paye Control	850.58	
	

	Total Current Liabilities	£10,122.45
Future Liabilities		
	Total Future Liabilities	£0.00
	TOTAL LIABILITIES	£10,122.45
	TOTAL NET ASSETS	£104,707.11
EQUITY		
3205 - Restricted Funds	4,800.00	
Net Profit / Loss	99,907.11	
3200 - Profit and Loss Account	131,235.55	
Net Profit / Loss (prior year(s))	-15,460.00	
Net Profit / Loss (current year)	-15,868.44	
	TOTAL EQUITY	£104,707.11

Scrutineers Report to the Trustees Bourne Arts and Community Trust

I have scrutinised, without undertaking a full audit, the accounts for the year to 30th April 2024 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



30th Oct 2024