

# **BLUE TOWN REMEMBERED**

( A company limited by guarantee having no share capital )

## **ANNUAL REPORT AND ACCOUNTS**

**Year ended 31st March 2021**

**Charity number 1136175  
Company Number 07191893**

# **BLUE TOWN REMEMBERED**

( A company limited by guarantee having no share capital )

**Year ended 31st March 2021**

## **Index**

### **Page**

<b>1</b>	Legal and Administrative Information
<b>2-5</b>	Report of the Trustees
<b>6</b>	Independent Examiner's Report
<b>7</b>	Statement of Financial Activities
<b>8</b>	Schedule to Statement of Financial Activities
<b>9</b>	Balance Sheet
<b>10-12</b>	Notes to the Accounts

# **BLUE TOWN REMEMBERED**

( A company limited by guarantee having no share capital )

**Charity Registration No** 1136175

**Company Registration No** 7191893

**Registered Office and principal address** 69 High Street  
Blue Town  
Sheerness  
Kent ME12 1RW

**Charity Objects** The advancement of education by providing: museum, art gallery, library and centre for historic and environmental research. The advancement of citizenship and community development by the promotion of volunteering. The advancement of the arts, culture, heritage and science.

**Directors/Trustees** K J Ingleton  
M J Brown  
R Seager  
D Lynch (Resigned 15 March 2021)  
C Friday (Resigned 15 March 2021)

**Principal Bankers** HSBC  
3 Bank House  
Broadway  
Sheerness  
Kent ME12 1TL

**Independent Examiner** L. C. Seal ACCA FAIA  
Blain Pritchard Limited  
Chartered Certified Accountants  
29 High Street  
Blue Town, Sheerness  
Kent ME12 1RN

# BLUE TOWN REMEMBERED

## REPORT OF THE TRUSTEES for the year ended 31<sup>st</sup> March 2021

The directors present their report and financial statements for the year ended 31<sup>st</sup> March 2021.

### REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name	Blue Town Remembered
Charity registration number	1136175
Company registration number	7191893
Registered address	69, High Street, Blue Town, Sheerness, Kent. ME12 1RW.
Telephone Number	01795 662981
Email	<a href="mailto:criterionbluetown@outlook.com">criterionbluetown@outlook.com</a>

### DIRECTORS/TRUSTEES

Members of the Charity elect the Management Committee, as required, at the annual meeting, The Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report: are;

Kenneth J. Ingleton, Chairman  
Michael J. Brown, Treasurer  
R Seager, Trustee

### STRUCTURE

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee, the directors of the company are also charity trustees for the purpose of charity law.

The management committee seeks to have a broad range of skills and experience amongst its members including but not confined to; business, finance, education, heritage, publicity, fundraising, community work, construction, engineering and local government. The directors are actively seeking further trustees to broaden the skills of the management committee.

The day to day management of the centre is delegated to the company secretary/manager who has the authority of the directors to spend up to £150 each week on the provision of materials and services, within a budget agreed by the directors.

A bookkeeper has been appointed to manage QuickBooks. Systems and policies have been put in place to ensure we are compliant with new requirements and the growth of the organisation.

# **BLUE TOWN REMEMBERED**

**REPORT OF THE TRUSTEES for the year ended 31<sup>st</sup> March 2021 (continued)**

## **PRINCIPAL ACTIVITIES**

The company is a private charitable company limited by guarantee, having no share capital, and exempted from the requirement to have the name ending with 'Limited', registered 16th March 2010 and became a registered charity on 3rd June 2010. The objectives of the Charitable Trust are: 1, the advancement of education, 2, the advancement of citizenship and community development, 3, the advancement of the arts, culture, heritage and science.

The principal activities of the company are;

The provision of education in Local and National Heritage by providing a centre for a local history .

Promotion of the arts by the provision of a music hall, exhibition area for heritage and art displays, a community cinema and research facilities.

Increasing the effectiveness of the charity by training & developing volunteers together with using volunteers to operate the centre.

## **FUNDING**

The principal funding comes from the sale of tickets for events, admissions, a Friends scheme, private hire and grants from Swale Borough Council, Garfield Weston, Collyer Ferguson and Kent Community Fund as well as fundraising and donations.

## **RESERVES POLICY**

It is the policy of the charity to maintain unrestricted and designated funds, designated reserves are to complete the project to which they are allocated; unrestricted reserves are the available reserves of the charity.

## **RISK MANAGEMENT**

The Directors have examined the major risks that the charity faces by compiling a register of such risks; this is the subject of review at each management meeting. We confirm that a system of internal audit has been established as well as the provision of regular reports and accounts in order that risks may be quickly identified and action taken to minimize them.

## **PUBLIC BENEFIT**

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

# BLUE TOWN REMEMBERED

## REPORT OF THE TRUSTEES for the year ended 31<sup>st</sup> March 2021 (continued)

### ACHIEVEMENTS and PERFORMANCE

Since its Registration on 16<sup>th</sup> March, 2010 The Charitable Company has operated a Heritage Centre at 69 High Street, Blue Town, Sheerness, leased from Ian and Jenny Hurkett.

The centre was one of the first to close and last to open during the lockdown periods because we have a working theatre. This meant a considerable loss of income which was managed by prudent help from the founder to pay the rent, grants to top up the shortfall as well as sales for future events and shows.

The team used this time to reflect and plan to ensure that the project will be sustainable and financially able to withstand setbacks. To this end it was decided to take the bold step of employing three part time staff. With the planned growth for group and coach bookings this would not have been sustainable with just volunteers, so two part time staff were taken on to manage the tearoom and event catering. Our freelance bookkeeper is now a paid member of staff to ensure we have robust systems in place that are monitored weekly by the manager and treasurer.

Some volunteers worked during the lockdown on improving the building, several of them are married couples who worked in their family bubble in isolation and on different days from the rest of the team. The changes they have made have been spectacular and we have doubled our heritage offer thanks to their efforts. Our volunteer archivist also worked in isolation during this period, and he has updated our archives to match the new displays.

The drawback to increasing the heritage offer is that it is now concentrated on the top two floors which are only accessible by stairs, this excludes about half of our elderly visitors so we applied for funding for a lift and spent a lot of time to ensure we will have the resources to install this in the next fiscal year. This is proving extremely popular with group and coach organisers and preshow sales for next year are already coming in.

This year however the bookings are lower than expected as our target market are still reluctant to come out and some groups have not met so they are not looking at trips out.

It has been a challenging time, but it has allowed us to reflect on what we have achieved and how we are meeting our aims and objectives. The team has become stronger and more diverse, and we have taken every opportunity offered to help us with training and marketing. We have a new website and booking system as a direct result from this support, and we are rebranding to become one entity "The Criterion Blue Town" instead of the Blue Town Heritage centre and Criterion music Hall. These changes are being achieved without cost as we have been fortunate to have a lot of help in kind.

As can be seen from the results for the year the charity has had a difficult year. A rent freeze was agreed with the landlord, Mrs J Hurkett also agreed to waive rent amounting to £14,250. This has enabled the charity to stay solvent, Mrs J Hurkett is owed £4,602 at the year end. Mrs Hurkett will not be collecting this outstanding rent until the charity's finances are in a more favourable position and has also stated she will continue to support the charity if required.

Thanks to the community support, loyal customer base and with the grants we have survived, and paid staff and improved marketing we are confident that we will thrive next year.

# BLUE TOWN REMEMBERED

## REPORT OF THE TRUSTEES for the year ended 31<sup>st</sup> March 2021 (continued)

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charitable company and the incoming resources and application of the resources, including the net income or expenditure of the charitable company for the year. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation.

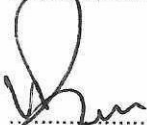
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and comply with Section 386 of the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


This report has been prepared in accordance with the Statement of Recommended practice: Accounting and Reporting by Charities (issued March 2015) and in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies.

Approved by the directors who have authorized the following to Sign on behalf of the board on

8 December 2021



M J Brown  
Trustee



R Seager  
Trustee

# Independent Examiner's Report to the trustees of BLUE TOWN REMEMBERED

I report on the accounts of the Trust for the year ended 31st March 2021 which are set out on pages 7 to 12.

## Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Having been satisfied that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- to state whether particular matters have come to my attention.

## Basis of independent examiners' 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 accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the Charities Act; or
- the account did not accord with the accounting records; or
- the accounts did 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.

  
**L. C. Seal ACCA FAIA**

**Blain Pritchard Limited  
Chartered Certified Accountants  
29 High Street  
Blue Town, Sheerness  
Kent ME12 1RN**

.....14/12/2021



**Year ended 31st March 2021**

Page 7

# BLUE TOWN REMEMBERED

Year ended 31st March 2021

## Schedule to Statement of Financial Activities

	2021		2020
	Unrestricted funds	Restricted income funds	Total funds
<b>Income and Endowments</b>			
<b>1 Donations and Legacies</b>			
General donations	16,224		14,696
Friends	2,355		4,522
Grants received	59,796	7,650	2,720
	<u>78,375</u>	<u>7,650</u>	<u>21,938</u>
<b>2 Charitable Activities</b>			
Event income	-		40,207
Music Hall income	427		24,315
Cinema income	2,566		17,141
Admissions	343		1,171
Aviation centre income	-		-
Tour income	-		500
	<u>3,336</u>	<u>-</u>	<u>83,334</u>
<b>3 Other trading activities</b>			
Shop income	157		727
Room hire	1,299		1,970
Fundraising	-		-
	<u>1,456</u>	<u>-</u>	<u>2,697</u>
<b>4 Investments</b>			
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditure</b>			
<b>5 Raising Funds</b>			
Shop expenses	100		448
Room hire expenses	-		-
	<u>100</u>	<u>-</u>	<u>448</u>
<b>6 Charitable Activities</b>			
Events costs	1,100		30,571
Music Hall costs	-		14,372
Cinema costs	3,326		15,960
Archiving/school room	-		204
Tours	-		450
Advertising & promotional expenses	2,981	768	684
Museum subscription	112		135
	<u>7,519</u>	<u>768</u>	<u>62,376</u>
<b>7 Other Expenditure</b>			
Rent	22,800		22,800
Light and heat	4,085		4,725
Water rates	892		603
Waste disposal	986		1,087
Insurance	1,630		1,508
Premises repairs	1,813	4,602	4,646
Covid expenses	2,901		-
Rental of telephone equipment	2,091		2,091
Telephone	3,024		2,762
Printing, postage & stationery	1,771		2,295
Computer costs	1,177		785
Hygiene, repairs & renewals	-		131
Health & Safety	18		25
Sundry expenses	258		153
SBC Licence	180		938
Card machine, bank charges	1,125		1,559
Bookkeeper	6,400		7,633
Accountancy	1,020		1,500
Depreciation	5,359		5,359
	<u>57,530</u>	<u>4,602</u>	<u>60,600</u>

The notes on pages 10 to 12 form part of these accounts

# BLUE TOWN REMEMBERED

## Balance Sheet

31st March 2021

		2021	2020
	Notes		
<b>Fixed assets</b>			
Tangible assets	6	4,791	10,150
		<u>4,791</u>	<u>10,150</u>
<b>Current Assets</b>			
Shop stock		700	800
Debtors	7	-	385
Cash at bank and in hand		25,622	1,905
		<u>26,322</u>	<u>3,090</u>
<b>Creditors: amounts falling due within one year</b>	8	<u>5,622</u>	<u>8,047</u>
<b>Net Current Assets/(liabilities)</b>		<u>20,700</u>	<u>(4,957)</u>
<b>Net Assets</b>		<u><u>25,491</u></u>	<u><u>5,193</u></u>
<b>Funds of the charity</b>			
Unrestricted income funds		21,115	3,115
Restricted income funds	4	4,376	2,078
		<u>25,491</u>	<u>5,193</u>

For the year ended 31st March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No Members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

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

Approved by the Board of Trustees on

.....2021

and signed on its behalf by

.....  
M J Brown

.....  
R Seager

The notes on pages 10 to 12 form part of these accounts

# BLUE TOWN REMEMBERED

## Notes to the accounts

Year ended 31st March 2021

### 1 Accounting policies

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards; the Charities SORP (FRS102) "Accounting by Charities"; the Charities Act 2011 and the Companies Act 2006.

#### Income Recognition

Voluntary income is credited to the Statement Of Financial Activities at the later of receipt of monies or the period over which the income relates. Except in the case of legacies in which the income is recognised when it is certain that monies are due at the balance sheet date and can be measured with reasonable certainty, no value is attributed to donated assets or services. Other Income is credited to the Statement Of Financial Activities taking into account monies due relating to the financial year and accrued accordingly.

#### Investment Income

Investment income is credited in the accounts on a receipts basis, and no adjustment is made for accrued amounts

#### Resources expended and basis of allocation of costs

Expenditure is included in the accounts using the accruals concept. Resources expended are allocated directly to the particular activity where the cost relates to that activity.

#### Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

All Assets: 20% per annum on cost.

### 2 Expenditure

	2021	2020
Independent examiner's	<u>1,020</u>	<u>1,500</u>

### 3 Restricted Funds

Fund Name	Type of Fund	Purpose and Restrictions
McCudden Memorial	Restricted income fund	Memorial to James McCudden VC which included the stone the plaque booklets for the memorial service and admin costs related to the organisation of the event. This was organised with Swale Borough Council and Janys Thornton.
Museum Development	Restricted income fund	This grant was awarded to enable us to complete the museum accreditation process. This is on hold until the building work has been completed.
School Archive	Restricted income fund	This grant was awarded to provide resources for school visits.
Dockyard Projects	Restricted income fund	Grants awarded to pay for costs to promote the historic Royal Dockyard, which includes Printing, booklets, leaflets etc.
Kent Community Fund (Music Hall refurb)	Restricted income fund	Provided for to assist in the refurbishment of the music hall
Swale DVS DEFRA Grant	Restricted income fund	This grant was awarded to pay for the cost of marketing the charity.

### 4 Movement of the Restricted Funds

	McCudden Memorial	Museum Development	School Archive	Dockyard Projects	Kent Community Fund (Music Hall refurb)	Swale DVS DEFRA Grant	
Incoming resources	-	-	-	1,900	5,000	750	7,650
Expenditure	-	-	-	-	(4,602)	(768)	(5,370)
Transfers	-	-	-	-	-	18	18
Net movement	-	-	-	1,900	398	-	2,298
Opening balance	62	1,500	516	-	-	-	2,078
Closing balance	62	1,500	516	1,900	398	-	4,376

# BLUE TOWN REMEMBERED

## Notes to the accounts

Year ended 31st March 2021

### 5 Members' Remuneration

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any member or to any other person or persons known to be connected with them apart from the transaction disclosed in the related party note.

### 6 Tangible Fixed Assets

#### Details of Movements on Assets

	Improvements to Leashold Property	Computers	Fixtures, fittings & equipment	Total
			£	£
<b>COST</b>				
Balance brought forward	18,694	2,976	4,856	26,526
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
Balance carried forward	<u>18,694</u>	<u>2,976</u>	<u>4,856</u>	<u>26,526</u>
<b>DEPRECIATION</b>				
Balance brought forward	9,464	2,056	4,856	16,376
Disposals	-	-	-	-
Revaluation	-	-	-	-
Charge for the year	4,615	744	-	5,359
Balance carried forward	<u>14,079</u>	<u>2,800</u>	<u>4,856</u>	<u>21,735</u>
<b>Net book value at 31st March 2021</b>	<u><b>4,615</b></u>	<u><b>176</b></u>	<u><b>-</b></u>	<u><b>4,791</b></u>
Net book value at 31st March 2020	<u>9,230</u>	<u>920</u>	<u>-</u>	<u>10,150</u>

All fixed assets are used directly for charitable purposes.

# BLUE TOWN REMEMBERED

## Notes to the accounts

Year ended 31st March 2021

### 7 Debtors

Amounts falling due within one year

	2021		2020	
	Unrestricted fund	Restricted fund	Unrestricted fund	Restricted fund
Other debtors	-	-	385	-
Prepayments	-	-	-	-
	<u>-</u>	<u>-</u>	<u>385</u>	<u>-</u>

### 8 Creditors

Amounts falling due within one year

	2021		2020	
	Unrestricted fund	Restricted fund	Unrestricted fund	Restricted fund
Other creditors	4,602	-	3,381	-
Swale Museums Group	65	-	65	-
Accruals	955	-	4,601	-
	<u>5,622</u>	<u>-</u>	<u>8,047</u>	<u>-</u>

The charity holds Funds on behalf of the Swale Museums group. This will enable the 15 museums and other heritage collections in Swale to be able to work collectively to raise the profile of this heritage area, raise funds for historic Swale and share resources. At the year end funds unspent amounted to £65 and this amount is shown in creditors. Once the Swale Museums group becomes a registered charity in its own right and has its own bank account any unused funds will be transferred to it. Mrs J M Hurkett is chair of the Swale Museums Group.

### 9 Funds

	Unrestricted Funds	Restricted Funds	Total Funds
Reserves at 1st April 2020	3,115	2,078	5,193
Income	83,167	7,650	90,817
Expenditure	65,149	5,370	70,519
Transfers between funds	(18)	18	-
Reserves at 31st March 2021	<u>21,115</u>	<u>4,376</u>	<u>25,491</u>

### 10 Operating lease commitments

The following payments are committed to be paid within one year

		2021		2020	
		Property	Other	Property	Other
Lease Expiring:	1 to 5 years	22,800	1,896	22,800	1,896
	Over 5 years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The Charity operates from premises owned by Mr and Mrs Hurkett. The Charity has a lease with Mr & Mrs Hurkett for £22,800 per annum, during the year rent paid by the charity amounted to £8,550. Due to the current financial position Mr & Mrs Hurkett agreed to waive rent amounting to £14,250, this has been treated as a general donation received in these accounts. At the year end £4,602 was owed by the charity to Mr & Mrs Hurkett. This is represented by rent owing prior to the impact of Covid-19 less the water, light and heat the charity charges Mr & Mrs Hurkett plus a balance of £2,000 owing from a loan of £5,000 made to the charity during the year, this amount is included in other creditors