

**BISHOPS CASTLE TOWN HALL TRUST**  
**PROFIT & LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Turnover	43,953.91	24,930.99
Administrative Expenses	<u>39,028.17</u>	<u>11,236.85</u>
Operating Profit	4,925.74	13,694.14
Interest Received	-	-
Profit on ordinary activities before taxation	<u>4,925.74</u>	<u>13,694.14</u>
Tax on profit on ordinary activities	-	-
Profit for the year after taxation	<u>4,925.74</u>	<u>13,694.14</u>
Dividend for the year	-	-
	<u>4,925.74</u>	<u>13,694.14</u>
Retained profit brought forward	25,825.78	12,131.64
Retained profit carried forward	<u><u>£30,751.52</u></u>	<u><u>£25,825.78</u></u>

**BISHOPS CASTLE TOWN HALL TRUST**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	2022		2021	
	£	£	£	£
<b>RECEIPTS</b>				
Maps		884.99		88.89
TH Sales		2,475.72		308.40
Commission Sales		4,283.13		834.39
Markets/ Fairs/ Sales		4,701.53		796.16
Venue Hire		1,798.00		180.00
TH Events		1,303.88		-
Hire Events		5,818.59		-321.00
Art Sales		6,725.10		145.50
Weddings		1,891.25		721.25
Donations & Grants		12,044.47		22,177.40
Miscellaneous		2,027.25		-
		<u>43,953.91</u>		<u>24,930.99</u>
<b>Less Overheads</b>				
Admin & Consumables	261.71		401.77	
Cleaning	9.00		-	
Internet Broadband Telephone	673.31		211.01	
Maps	640.44		53.20	
TH Sales	1,213.44		104.30	
Commission Sales	3,175.71		711.66	
TH Events	1,750.99		18.95	
Hire Events	2,836.94		60.00	
Art Exhibition Costs	4,626.96		-	
Staffing	21,321.06		7,003.38	
Rent	500.00		-	
Insurance	509.58		509.58	
Adverts & Professional Fees	13.00		-	
Equipment Replacement	915.00		-	
Licenses	82.97		1,700.00	
Accountancy	250.00		250.00	
Miscellaneous	248.06		213.00	
		<u>39,028.17</u>		<u>11,236.85</u>
<b>Net Profit for the Year</b>		<u><u>£4,925.74</u></u>		<u><u>£13,694.14</u></u>

**BISHOPS CASTLE TOWN HALL TRUST**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

	2022		2021	
	£	£	£	£
<b>Current Assets</b>				
Debtors	370.05		-	
Stock	2,114.17		1,926.99	
Bank Account	29,926.10		25,513.79	
Cash in Hand	60.00		60.00	
	<u>32,470.32</u>		<u>27,500.78</u>	
<b>Current Liabilities</b>				
Sundry Creditors	968.80		1,175.00	
Accruals	750.00		500.00	
	<u>1,718.80</u>		<u>1,675.00</u>	
<b>Net Current Assets</b>		<u>£30,751.52</u>		<u>£25,825.78</u>
<b>CAPITAL AND RESERVES</b>				
Funds BWD		25,825.78		12,131.64
Profit & Loss Account		4,925.74		13,694.14
		<u>£30,751.52</u>		<u>£25,825.78</u>

Chairman: .....

Date: .....

Secretary: .....

Date: .....

Treasurer .....

Date .....

# **BISHOP'S CASTLE TOWN HALL TRUST**



## **The Town Hall**

---

**BISHOP'S CASTLE TOWN HALL TRUST  
TRUSTEES' ANNUAL REPORT 2022  
and  
FINANCIAL STATEMENT  
1<sup>st</sup> April 2021-31<sup>st</sup> March 2022**





**The Market Hall, Wedding set up**



**The Council Chamber, Wedding Set up**

<b>Contents</b>	<b>Page</b>
<b>Charity Information</b>	<b>3</b>
<b>Trustees Report</b>	<b>5</b>
<b>Chairman's Report</b>	<b>15</b>
<b>Company Secretary's/Treasurer's Report</b>	<b>16</b>
<b>Income and Expenditure Account one</b>	<b>Appendix</b>
<b>Balance Sheet one</b>	<b>Appendix</b>
<b>Approval of the Accounts one</b>	<b>Appendix</b>

## **BISHOP'S CASTLE TOWN HALL TRUST**

### **Charity Information**

**Status**                      **An incorporated association and registered Charity**

**Company registered number**      **08107480**

**Charity registered number**      **1149270**

**Registered Office**                      **The Town Hall**

**High Street**

**Bishop's Castle**

**Shropshire**

**SY9 5BG**

### **Member Organisations**

Bishop's Castle Tourism Community Interest Company

Bishop's Castle Town Council

House on Crutches Museum Collection Trust

**Trustees**

Jane Carroll	Director
Trevor Chalkley	Director
Andy Stelman	Director
Patricia Theobald	Director
Helen Vaughan	Director
Grant Perry	Director
Henry Hunter	Director
John Rimmer	Director

**Secretary**

Helen Vaughan	Company Secretary
---------------	-------------------

**Independent Examiner**

Clive Sawyer Associates

**Bankers**

The Co-operative Bank  
PO Box 250  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

**Solicitors**

PCB Solicitors  
Corvedale Chambers  
Corvedale Road  
Craven Arms  
Shropshire

## **BISHOP'S CASTLE TOWN HALL TRUST**

### **TRUSTEES' REPORT**

A: Structure, Governance and Management

#### **A.1 Governing Document**

The governing document of the charity is the Memorandum of Association.

#### **A.2 Recruitment and appointment of new Trustees**

Trustees are appointed from member organisations in equal share with each member organisation appointing three trustees. For the year 2022 there were a total of 8 trustees and 1 vacancy.

#### **A.3 Induction and training of Trustees**

Induction and training will continue to be informal with responsibility shared between existing Trustees.

#### **A.4 Organisational structure and decision making**

The three member organisations are:

***Bishop's Castle Tourism Community Interest Company (BCTCIC)***

***Bishop's Castle Town Council (BCTC)***

***House on Crutches Museum Collection Trust (HOCMCT)***

- The Chairman is elected by the Trustees
- The Treasurer and Company Secretary are also Trustee volunteers



- The strategic management of the charity and the policies for the day to day running of the Town Hall are the responsibility of the Trustees who meet monthly.
- Day to day running is carried out by two Town Hall Operations Managers, appointed by the Trust. They are assisted by a body of trained volunteers, which includes several Trustees.
- Minutes of the Trustee meetings are maintained at the Registered Office, which is at the Town Hall, and copies are held off-site with the Company Secretary.

**Trustees have agreed to take on specific roles to include:**

Finance

Staffing/HR

Tourism and promotion

Heritage Activities

Monitoring and evaluation

**A.5 Affiliation to national and regional bodies**

The Trust is affiliated to Shropshire Hills AONB and is part of the Sustainable Business Scheme. It is also a member of Shropshire Hills Tourism Association. Member organisations have their own respective affiliations, which may occasionally be useful to the Town Hall Trust.

**A.6 Relationships with other organisations**

Most relationships are informal and reciprocal. There is one formal legal relationship: BCTHT and Bishop's Castle Town Council are *jointly* contracted to maintain public access to the renovated Town Hall, with the Heritage Lottery Fund, the principal project funder.

- BCTHT regularly meets with representatives of BCTC
- Bishop's Castle and Area Heritage Forum, led by HOCMCT has 10-12 member organisations which support the Town Hall by using it as a venue for events, selling publications and other merchandise there.
- BCHCT has close links to Bishop's Castle Heritage Resource Centre (BCHRC) where research related to the Town Hall continues, and BCTHT stores its own archive material. BCTHT is affiliated to BCHRC

- BCTCIC meets at the Town Hall and advocates for BCTHT with local businesses
- The Trust supports Enterprise South West Shropshire, a Community Interest Company, based in Bishop's Castle, by using their IT and administrative services
- BCTHT consults with SpArC theatre to ensure the program of events at each venue complement each other rather than compete
- BCTHT maintains links with BC Primary School and the Community College engaging young people in activities at the Town Hall whenever possible
- BCTHT co-operates with the volunteer organisers of town events such as the Art Festival, the Walking Festival and the Michaelmas Fair, to ensure the Town Hall makes a positive contribution.

## **A.7 Risk assessment**

A strategic risk assessment informs the business plan and activity plan for the Trust. A risk assessment for the Trust's use of the building has been adopted and individual risk assessments for specific activities are carried out as required. Members of staff and volunteers are given a Staff Handbook which contains Health & Safety information. The Trust liaises with the Town Clerk over matters of H&S. Specific Covid Risk assessments for all activities have also been completed.

# **B: Objectives and Activities**

## **B.1 The Objects of the charity as set out in the Memorandum of Association**

The Charity's objects are:

*'For the benefit of the public the preservation, restoration, maintenance, repair and improvement of the Bishop's Castle Town Hall, being a grade II\* Listed building, situated in Bishop's Castle, Shropshire.*

*Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine within Bishop's Castle, Shropshire and the surrounding area'.*

## **B.2 The aims of the charity**

The key aims of the Trust are to:

- *Improve* accessibility of the building;
- *Promote* the Town Hall as a welcoming community hub;
- *Provide* a self-funding boost to the local economy;
- *Raise* the profile and educate people in the town's heritage;
- *Illustrate* and promote sustainability.

### **B.3 The Main Objectives of the charity for 2021-2022 are:**

**1. To maintain public opening hours committed to in the HLF project plan**

**2. To maintain regular markets of various sorts encouraging local traders**

**3. To run a varied and financially sustainable Events Programme**

**4. To engage the local community in using and appreciating the Town Hall**

**5. To recruit, train, and support staff - paid and voluntary - capable of delivering the Trust's aims**

**6. To establish and consolidate income streams**

### **B.4 The strategies for achieving these objectives**

**Different BCTH Trustees have specific responsibilities for the following strategies:**

Working closely with BCTC to ensure that BCTHT activities do not impede the operation of the Council in its historic setting

Supporting BCTHT paid staff in their roles; seeking their input to and ensuring regular consultation after Trust meetings; and listening to and acting on their requests, relating both to day to day issues and their employment terms

Similar attention is given to supporting and developing volunteers, who are essential to meeting Objective 1, by providing cover for staff absences

Monthly Trustee meetings to closely monitor financial performance and deal promptly with any operational issues.

## **C: Achievement and performance**

### **C.1 Significant activities contributing to the achievement of the objectives**

**Objective 1:** During the pandemic The Town Hall was unable maintain its full opening hours in 2020 and 2021. When restrictions were lifted, thanks to its dedicated staff and flexible volunteers full opening hours were resumed, 10.00am-4.00pm Monday – Saturday each week, except Christmas and New Year, providing a warm welcome and an effective information service to visitors and local residents.

**Objective 2: With the easing of Covid restrictions BCTHT has run 2 monthly markets (one an Antique and Flea and the other a Farmers' market) and 3 Craft Fairs and 2 Book Fairs.**

Demand for stalls at both monthly markets continues to increase, with each having 8 regular stalls added to by ad hoc attendees. Charges to stall holders are retained at a competitive rate to keep the markets healthy, thus providing a low cost advertising and retail outlet for many small local traders which is vital as the national trend is for markets to shrink or close like high street retail in general.

The operational managers are supported by Trustees and the caretaker to coordinate the markets and deliver this very positive outcome.





**Objective 3:** The Town Hall has a reputation as an excellent events venue for live music, storytelling and other entertainments. The operational managers work hard to identify and encourage performers from a wide spectrum of genres who attract good audiences and to promote such events widely. High profile acts continue to make repeat bookings. Other events include story-telling, heritage talks and various workshops. When appropriate BCTHT runs a bar at events to generate extra income.





## **Jazz at the Town Hall**



Bishop's Castle Community Band outside the Town Hall

### **Objective 4: To engage the local community in using and appreciating the Town Hall**

The Town Hall is used by around 45 sole traders, local organisations, makers and authors using the Town Hall as an outlet.

The wide range of events brings in various sections of the community as well as visitors from the local area and beyond.

BCTHT uses local suppliers and services which bring them into the building and BCTHT's no single use plastic policy (introduced in 2021) remains in place.

16 schools in and around Bishop's Castle are advised of any events of interest to students.

BCTHT work closely with local festival organisers and during The BC Arts Festival is not only the Headquarters for the Festival but hosts a number of Art Workshops. The Town Hall is a venue for the annual Real Ale Festival and Information point for other Town events such as Michaelmas Fair and Christmas Lights. Unfortunately the 2021 Beer Festival and Michaelmas Fair was cancelled due to Covid restrictions.

The Town Hall organised and hosted Wedding ceremonies for a number of local couples and couples from afar who brought all their friends and family into Town thus supporting local businesses. The TH is now an established popular wedding venue. In line with restrictions The Town Hall proved to be a beautiful venue and hosted a number of smaller weddings through the year.

### **Objective 5: To recruit, train, and support staff - paid and voluntary - capable of delivering the Trust's aims**

The Trust's activities hinge around the operational managers; they welcome in the public, building Town Hall income streams and promoting the heritage of the building and the town. The two managers along with the support team of cleaner and caretaker are a highly valued team.

We constantly look for ways to support our staff. Nominated Trustees meet with operational managers after Trust meeting to ensure clarity about Trust decisions.

Recruitment of volunteers was affected by the pandemic. Once Covid restrictions eased a successful volunteer recruitment event took place in the late spring. Contact was retained with existing volunteers throughout the year and thanks to their flexibility they have supported our permitted events when help has been required.

They are an essential part of delivering our services as well as proof of our successful community engagement.

### **Objective 6: To establish and consolidate income streams**

All staff maintain good communications to ensure smooth delivery of events, supported by the voluntary efforts of a Trustee/Housekeeper.

The operational managers and key volunteers are skilled in delivering a rewarding experience for people choosing to get married at the Town Hall, so that weddings are an important source of income.

They have developed excellent systems for displaying and keeping track of all stock whether bought in or supplied for sale on commission

Monthly art exhibitions in the Council Chamber give local artists an attractive low -cost venue and increase our footfall.

We also run 2 annual sales of donated S/H books, CDs and DVDs which significantly helps the revenue of the Trust.

Regular and ad hoc hirers bring in additional income. (Choir practice and Training sessions)



**Fundraising Book Sale**

## **C.2 A review of charitable activities, Fundraising and Other Trading undertaken**

Most activities described for Objectives 1-6 constitute Charitable Activity\*: contributing to the 'preservation' and 'maintenance' of the Town Hall by keeping it active in the heart of the community AND promoting the town's economic, cultural, social and environmental well-being. Apart from those which have been grant funded, most are income generating. The income generated is not profit, but combined with careful management of outgoings, pays for BCTHT to continue to deliver its charitable purposes.

Due to Covid restrictions The annual Challenge Walk normally organised by The Trustees for which participants pay to enter did not take place. This

is usually a specific Fundraising event for BCTHT so resulting in loss of this income stream for 2021.

The 2 annual sales of donated S/H books, CDs and DVDs constitute Other Trading\*

\* As per SORP FRS102

### **C.3 Investments.**

No investments are held.

### **C.4 Donations**

BCTHT regularly receives small donations.

### **C.5 Other factors relevant to the achievement of the charity's objectives.**

Trustees recognise the responsibility that goes with managing a heritage site as important as Bishop's Castle Town Hall.

Trustees continue to liaise with the Town Council, the owners of the building, to ensure we jointly care for the physical structure of the building through sensible partnership arrangements.

### **C5. Trustees' Responsibilities**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of the surplus or deficit of the Trust for that period. In doing so the Trustees are required to:

- *select* suitable accounting policies and then apply them consistently;
- *make* sound judgements and estimates that are reasonable and prudent;
- *state* whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- *prepare* the financial statements on the going concern basis (unless it is inappropriate to presume that the charity will continue in operation).

The Trustees have overall responsibility for ensuring that the Trust has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the

assets of the Trust and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

## **2021/22 Bishop's Castle Town Hall Chairman's Report**

BCTHT is now an established part of the Bishop's Castle scene.

Following the pandemic The Town Hall has fully resumed its role as a visitor information centre alongside a multiuse events location, taking a cautious approach carefully managed by the Town Hall staff who made every effort to protect our visitors as well as our revenue streams. Bishop's Castle Town Council, which owns the building, continues to be supportive taking on the responsibility to a large extent for the on-going costs of the building.

The Town Hall Trust continues to maximise every opportunity to sustain its own running costs. All income and outgoings are carefully monitored, staff work hard to maximise income. Bishop's Castle & Clun Tourism CIC helps by supporting tourism services, meeting the cost of tourism advertising and membership of tourism organisations.

The Trust continues to be represented well by the three partner organisations: Bishops Castle Tourism CIC, Bishops Castle Town Council & Bishops Castle Heritage Resource Centre. New trustees are always welcome as they bring fresh ideas and enthusiasms to the trust.

The Town Hall is continuing to be used by local members of the community and visitors to the area when possible. Heritage and Heritage events have resumed this year including a fund-raising book sale in October 2021 which was one of our first events as Covid restrictions eased.

Being part of BCTHT continues to be a rewarding experience and we feel justifiably proud of the diverse range of uses this wonderful space is put to throughout the year and the marvellous efforts of staff and volunteers to make the Town Hall special.



We are especially grateful for all the effort staff & trustees who have managed to gradually bring the hall back into full use safely. In line with government policy most Covid restrictions were lifted 19/07/21

### **2021/22 Bishop's Castle Town Hall Treasurer's Report**

The Trust finished the year with a smaller profit of £2755.11 and a bank balance of some £29,996.10 thanks to continuing Government Covid grants, the Furlough Scheme which ran until the end of September. The trust started paying the Town Council rent of £2000 a year in the final quarter – January 2022.

Income was back up to over £37,500 compared to £15,000 the previous year though not up to the £50,000 of pre covid years. Venue hire, including wedding, concerts and miscellaneous bookings were still well down but art sales and retail came back strongly as did markets & fairs. Expenditure also rose to from £11,000 to nearly £35,000.

And the trust still benefits considerably by the Town Council bearing responsibility for the on-cost of the building – the electricity, water, telephone, cleaning etc.

All our staff, the two operational managers and the caretaker, continued to be paid in full subsidised at first by the generous Government furlough scheme. We thank the operational managers for opening the hall whenever they were allowed to and complying with all the Covid Restrictions. And working hard to build up the business once it felt like “back to normal”.

The healthy bank balance should help us get through lean times as we try to build the business back to pre-Covid levels.

Cllr. Jane Carroll, treasurer.





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Bishops Castle Town Hall Trust

On accounts for the year  
ended

31/03/2022

Charity no  
(if any)

Set out on pages

1 of 5

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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 accounts 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

Name:

Clive Thomas Sawyer

Relevant professional  
qualification(s) or body

CIOT, CTA, ICPA

**Report to the trustees/  
members of**

Charity Name

Bishops Castle Town Hall Trust

**On accounts for the year  
ended**

31/03/2022

**Charity no  
(if any)**

**Set out on pages**

1 of 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 Trust's accounts carried out under section 145 of the 2011 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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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 accounts 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**



**Date:**

25/1/23

**Name:**

Clive Thomas Sawyer

**Relevant professional  
qualification(s) or body**

CIOT, CTA, ICPA

ny):	
ess:	7 Market Square
	Bishops Castle
	Shropshire SY9 5BN

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

--