



**THE DIAMOND JUBILEE TOWN HALL,  
KIRTON IN LINDSEY**

**Registered Charity: 1160832**

**Trustees' Annual Report and Accounts  
For The Year Ending 30<sup>th</sup> June 2022**

**Page**

|   |                                     |
|---|-------------------------------------|
| 1 | Trustees' Annual Report             |
| 6 | Independent Examination Report      |
| 7 | Receipts and Payments Account       |
| 8 | Statement of Assets and Liabilities |
| 9 | Fund Movements                      |



# **The Diamond Jubilee Town Hall, Kirton in Lindsey**

## **Annual Report 2021/22**

Registered Charity No. 1160832

Principal Address: 6 North Cliff Road, Kirton in Lindsey  
Gainsborough DN21 4NH

### **Introduction**

Our financial year runs from July to June so this report covers activity from 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022. For part of this time the Town Hall has only been able to offer a reduced service to the public due to the Covid-19 pandemic restrictions which were only finally lifted on 25<sup>th</sup> February 2022.

### **Statement of Public Benefit**

We are here to 'provide and maintain a community hall and to promote it for the benefit of the inhabitants of Kirton in Lindsey and the public at large (the beneficiaries).' In planning our activities and in our meetings, the Trustees have considered the Charity Commission's guidance on public benefit.

How we do this can be outlined under 4 headings:

1. Provide & maintain a community building
2. Provide facilities for recreation or other leisure activities
3. Promote the Hall for the benefit of the local community and the public at large
4. Help improve the conditions of life of the local community

#### **1. Provide & maintain a community building**

The Town Hall is a heritage building with a Grade II listing and this brings extra responsibilities and costs. We also provide an office for Kirton in Lindsey Town Council and, because of its isolation, the Clerk elected to continue to work there during the pandemic. This meant the hall could not be mothballed and had to be maintained at a basic level for use and bio-safety. It is also an integral part of the Local Emergency Plan so has to remain available should it be required. Although all restrictions have been lifted, some safety measures have been maintained such as provision of hand sanitisers and advisory notices.

Routine maintenance has continued and investigations are underway to undertake a variety of major repairs/improvements during the next financial year. Notably: repair and refurbishment of the old (19thC) main doors; the cost of converting all lighting to LEDs; and improvements to the acoustics in the main hall. The latter two are likely to be very expensive so we will seek grant funding.

#### **2. Provide facilities for recreation or other leisure activities**

The return of activities has been slow and there is still some caution amongst the public about coming indoors so attendances have, generally, been lower in the early part of the year but are beginning to recover in the second part of the year. There have

been some cancellations either due to Covid or because take up has been too low to make the event viable.

There is a wide range of cultural and community activities available and the Town Hall is in use most days. Examples:

- Regular (weekly) activities include: a number of physical classes (e.g. Pilates, seated exercise); cultural/interest groups such as the local drama club and Rock Choir; and community activities such as an Evergreens Club, a community café and the community shop.
- Many local charities and community groups meet monthly and cover a wide range of interests such as craft, history, gardening and the WI.
- There is a monthly pop-up market of local small businesses which is proving very popular.
- Town Hall Live has resumed and continues to provide a programme of excellent musical evenings bringing the best of UK and Trans-Atlantic folk and roots music to the town.
- We are the host venue for the Arts Council funded Rural Touring scheme which brings music, theatre and dance from performers who would otherwise be unaffordable.

In addition, the hall is available to the community for private hire for weddings, christenings, parties and wakes and this is an area which has expanded this year. Presumably, because families have not been able to meet during the pandemic, they are making up for lost time.

### **3. Promote the Hall for the benefit of the local community and wider public**

A lot of work is constantly being done to 'get the message across'. This includes:

- Posters and flyers for all Town Hall led activities. These are designed 'in house' and distributed around the town.
- A 'What's On' leaflet giving 3 months of information at a time. These are put in weatherproof boxes on the exterior of the building and are available when the hall is closed.
- Regular diary and information on the notice boards around the town.
- An interactive website tickets purchased for some events.
- Development of a variety of mailing lists who receive regular information via MailChimp.
- An active Facebook group and postings on other relevant sites such as 'Kirton in Lindsey Community Noticeboard'.
- Regular information in Kirton First, Gainsborough Life and other, local, community newsletters.
- Occasional press releases for one-off events or new developments.

### **4. Help improve the conditions of life of the local community**

Everything we do has some social benefit as it brings people together to share mutual interests and find friendship. However, there are two specific programmes which have a direct impact on people's daily lives.

Our Food Aid programme started during the pandemic to help people who were isolating. Anyone in crisis could contact an emergency number and receive a bag of

groceries sufficient for a week. There are donation boxes in the local Coops where people can give non-perishable goods to the scheme and these are well supported. We have continued the scheme beyond the pandemic and, in our current worrying times, there have been an increasing number of calls asking for help. This service is provided by a small number of volunteers and the process is entirely non-judgemental and confidential.

We also developed during the pandemic a 'Waste Not Want Not' food bags scheme, in partnership with FareShare, whereby surplus (but in-date) supermarket food is put into bags and re-sold for £5. This was done from the front doors of the Town Hall during lockdowns but has now expanded and developed into a community shop on a Friday afternoon. People can choose 16 items for £5 from the array on offer which includes some fresh produce. The demand for this has exploded over the last few months and we have increased the amount of food we get from FareShare three times but could still sell more. It now has its own Facebook page where people share recipes of things they have made from items bought.

Its main purpose is to save good quality food from going to landfill and the shop is available to everyone. We estimate that at least 400kg per week is redistributed and used instead of becoming waste.

## **Financial Overview**

The detail of our financial performance is in the Adopted Accounts and staff and Trustees have again worked hard this year to ensure that we have claimed all eligible grants from Government support schemes with the result that we have remained financially solvent.

Even though our Unrestricted funds made a very small loss of £200, we have an overall surplus of £9,284 when Designated funds and Restricted funds are added in. As Designated funds consist of money set aside by Trustees for a specific purpose, they could choose to unrestrict them, if necessary, so the small loss is quickly offset.

During the year we moved our current account banking to The Cooperative Bank to avoid bank charges for day to day banking. Our Business Money Manager account remains with HSBC in the short term.

## **Reserves Policy**

In 2015 the Trustees agreed to set up a Fabric Fund as a Designated fund for the primary use of major repairs and refurbishment. The target set was for it to be at £50,000 by 2020 but it took much longer to reach this as the pandemic has interrupted our fundraising activities as well as our day-to-day work. We were, however, able to transfer an additional £15,000 into this fund this year so it now stands at £51,609 and our initial target has been achieved.

We have a number of expensive improvements 'in the pipeline' so our fundraising will continue with the aim of having £100,000 in the fund by the end of our current Business Plan in 2026.

We have £14k unrestricted funds in the bank which covers us for 3 months of operating costs in line with charity commission guidelines. Additionally, the Fabric Fund could cover an additional 12 months running costs in extremis and so we have no concerns about the financial viability of the charity.

## Staff and Volunteers

We have 4 part-time staff:

- Jo Canton – Venue Manager 50 hrs/month
- Julia Melling – Finance Officer 8 hrs/wk
- Martin Eccles – Caretaker 10 hrs/wk,
- Sarah Wilkinson - Cleaner 7.5 hrs/wk

Total = 37 hrs/wk

We have been able to use the Government's Job Retention Scheme to flexibly furlough our staff as and when restrictions changed. This has meant that we have retained our staff base throughout the pandemic.

In November 2021 our Venue Manager of 6 years, Sharron Harris, retired and Jo Canton was appointed.

Our general volunteer team was 'stood down' during periods of lockdown and, now that we are fully open again, it is proving difficult to re-engage some of them. Many are back but others have chosen to organise their lives differently and no longer wish to volunteer. Some, older, volunteers are still too nervous to return.

## Structure, Governance and Management

We have been a Charitable Incorporated Organisation (CIO) since March 2015 run by a Board of Trustees drawn from the community. Maximum number on the Board is 13: 6 community trustees; 6 representative trustees and one co-opted place.

The current Trustees are:

| Trustee name                   | Office (if any) | Name of body entitled to appoint trustee |
|--------------------------------|-----------------|------------------------------------------|
| Stuart Chandler                |                 | Community Trustee                        |
| Pam Clark                      |                 | Kirton in Lindsey Amateur Gardeners      |
| Jenny Cripps                   |                 | Community Trustee                        |
| Adam Delsignore (from 17/5/22) |                 | Temporary co-option until AGM            |
| Hazel Fox                      | Secretary       | Community Trustee                        |
| Pat Frankish                   |                 | Community Trustee                        |
| John Haycock                   |                 | Co-opted Trustee                         |
| Mary Hollingsworth             | Chair           | Kirton in Lindsey Society                |
| Karen Metherringham-Gunn       |                 | Kirton in Lindsey Town Council           |
| Margaret Rands                 | Treasurer       | St. Andrew's United Church               |
| Claire Startin                 | Vice-Chair      | Women's Institute                        |
| Brenda Tyzack                  |                 | Community Trustee                        |

There is 1 vacancy for a Representative Trustee.

The Board has re-established its bimonthly meetings but will transact other, urgent, business between meetings by email.

The staffing structure is a simple one. The Venue Manager manages the Finance Officer, Caretaker and Cleaner and the Chair of Trustees manages the Venue Manager on behalf of the Board.

### Looking Forward

The hall is now fully open and has resumed its position as a vital and viable community hub but there are still challenges ahead as the tail of the pandemic is very long and could easily disrupt things again if new variants come along.

The current Cost of Living crisis could also have an adverse impact on take-up of our activities and there is still some post-pandemic nervousness about getting involved.

### Declarations

Signature(s): 

Full name(s): Mary Hollingsworth

Position: Chair

Date: 20/9/2022



Hazel Fox

Secretary

20/9/2022

**The Diamond Jubilee Town Hall, Kirton in Lindsey. Registered Charity: 1160832**  
**Independent Examiner's report to the trustees of The Diamond Jubilee Town Hall, Kirton**

I report on the accounts of The Diamond Jubilee Town Hall, Kirton in Lindsey for the year ended 30 June 2022, which are set out on pages 7 to 9.

**Respective responsibilities of trustees and examiner**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Basis of independent examiner's 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 presented with those records. It also includes consideration of 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 matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 386 of the Companies Act 2006; and to prepare accounts which accord with the accounting records, comply with the accounting have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Katie Sauvage FCCA  
Voluntary Action North Lincolnshire Limited  
4-6 Robert Street  
Scunthorpe, North Lincolnshire  
DN15 6NG

Date

25/10/22



**THE DIAMOND JUBILEE TOWN HALL, KIRTON IN LINDSEY**  
**Registered Charity 1160832**

**Receipts and Payments Account for the Year Ended 30th June 2022**

|                                           | Unrestricted   | Designated    | Restricted    | Total         | Total         |
|-------------------------------------------|----------------|---------------|---------------|---------------|---------------|
|                                           | Funds          | Funds         | Funds         | 2022          | 2021          |
|                                           | £              | £             | £             | £             | £             |
| <b>RECEIPTS</b>                           |                |               |               |               |               |
| Lettings                                  | 15,458         | 0             | 0             | 15,458        | 6,845         |
| Events                                    | 6,291          | 0             | 0             | 6,291         | 2,597         |
| General Donations                         | 3,029          | 0             | 0             | 3,029         | 4,590         |
| Fundraising                               | 2,368          | 0             | 0             | 2,368         | 2,279         |
| Town Hall Live                            | 15,396         | 0             | 0             | 15,396        | 675           |
| Bar                                       | 5,533          | 0             | 0             | 5,533         | 85            |
| Community Shop                            | 0              | 8,547         | 0             | 8,547         | 6,024         |
| Food Aid                                  | 0              | 0             | 5,594         | 5,594         | 1,980         |
| Gift Aid                                  | 1,872          | 0             | 0             | 1,872         | 899           |
| Grants                                    | 3,466          | 0             | 6,534         | 10,000        | 34,174        |
| Other                                     | 60             | 0             | 0             | 60            | -             |
| Interest                                  | 0              | 15            | 0             | 15            | 6             |
| <b>Total</b>                              | <b>53,473</b>  | <b>8,562</b>  | <b>12,128</b> | <b>74,163</b> | <b>60,154</b> |
| <b>PAYMENTS</b>                           |                |               |               |               |               |
| Events                                    | 1,693          | 0             | 502           | 2,195         | 1,977         |
| Fundraising                               | 622            | 0             | 0             | 622           | 651           |
| Town Hall Live                            | 13,317         | 0             | 0             | 13,317        | 550           |
| Bar                                       | 3,002          | 0             | 0             | 3,002         | 71            |
| Community Shop                            | 0              | 4,837         | 0             | 4,837         | 1,254         |
| Food Aid                                  | 0              | 0             | 3,077         | 3,077         | 521           |
| Staff Costs                               | 20,523         | 0             | 900           | 21,423        | 20,217        |
| Communications                            | 439            | 0             | 0             | 439           | 494           |
| Utilities                                 | 4,921          | 0             | 0             | 4,921         | 4,431         |
| Premises Costs                            | 5,238          | 0             | 637           | 5,875         | 6,372         |
| General Costs                             | 3,918          | 0             | 0             | 3,918         | 4,107         |
| Grants                                    | 0              | 0             | 1,253         | 1,253         | 3,342         |
| <b>Total</b>                              | <b>53,673</b>  | <b>4,837</b>  | <b>6,369</b>  | <b>64,879</b> | <b>43,986</b> |
| <b>SURPLUS / Deficit for the year (A)</b> | <b>-200</b>    | <b>3,725</b>  | <b>5,759</b>  | <b>9,284</b>  | <b>16,168</b> |
| <b>Transfers between funds (B)</b>        | <b>-12,290</b> | <b>15,000</b> | <b>-2,710</b> | <b>0</b>      | <b>0</b>      |
| <b>Cash funds last year end (C)</b>       | <b>27,354</b>  | <b>46,339</b> | <b>4,252</b>  | <b>77,945</b> |               |
| <b>CASH FUNDS THIS YEAR END (A+B+C)</b>   | <b>14,864</b>  | <b>65,064</b> | <b>7,301</b>  | <b>87,229</b> |               |

**THE DIAMOND JUBILEE TOWN HALL, KIRTON IN LINDSEY**  
Registered Charity 1160832

**Statement of Assets and Liabilities at 30th June 2022**

|                                   | Unrestricted  | Designated    | Restricted   | Total         |
|-----------------------------------|---------------|---------------|--------------|---------------|
|                                   | Funds         | Funds         | Funds        | 2022          |
|                                   | £             | £             | £            | £             |
| <b>CASH FUNDS</b>                 |               |               |              |               |
| HSBC Business Money Manager       | 12,220        | 65,064        | -            | 77,284        |
| Coop Community Directplus Account | 1,629         | -             | 7,301        | 8,930         |
| Paypal Account                    | 6             | -             | -            | 6             |
| Floats                            | 900           | -             | -            | 900           |
| Cash in Hand                      | 109           | -             | -            | 109           |
| <b>Total</b>                      | <b>14,864</b> | <b>65,064</b> | <b>7,301</b> | <b>87,229</b> |

**ASSETS RETAINED FOR THE CHARITY'S OWN USE**

The Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, DN21 4LZ

The accounts were approved at the AGM on 20th September 2022 and signed on behalf of the Trustees



**Mary Hollingsworth**  
Chair



**Margaret Rands**  
Treasurer

**THE DIAMOND JUBILEE TOWN HALL, KIRTON IN LINDSEY**  
**Registered Charity 1160832**

**Restricted and Designated Fund Movements for the Year Ended 30th June 2022**

|                                  | Bal b/fwd     | Receipts      | Payments      | Surplus /<br>Deficit | Transfers     | Bal c/fwd     |
|----------------------------------|---------------|---------------|---------------|----------------------|---------------|---------------|
| <b>DESIGNATED FUNDS</b>          |               |               |               |                      |               |               |
| Fabric Fund                      | 36,593        | 15            | -             | 15                   | 15,000        | 51,609        |
| Community Shop                   | 9,745         | 8,547         | -4,837        | 3,710                | -             | 13,455        |
|                                  | <b>46,339</b> | <b>8,562</b>  | <b>-4,837</b> | <b>3,725</b>         | <b>15,000</b> | <b>65,064</b> |
| <b>RESTRICTED FUNDS</b>          |               |               |               |                      |               |               |
| Food Aid                         | 1,562         | 5,594         | -3,077        | 2,517                | 809           | 4,888         |
| Coronavirus Job Retention Scheme | -             | 900           | -900          | -                    | -             | 0             |
| LCF Covid 19                     | 1,487         | -             | -             | -                    | -1,487        | 0             |
| Coop Community Champions         | 1,203         | 2,584         | -1,755        | 829                  | -2,032        | 0             |
| Lift Grant                       | -             | 2,750         | -637          | 2,113                | -             | 2,113         |
| Town Hall Live Grant             | -             | 300           | -             | 300                  | -             | 300           |
|                                  | <b>4,252</b>  | <b>12,128</b> | <b>-6,369</b> | <b>5,759</b>         | <b>-2,710</b> | <b>7,301</b>  |

**Fabric Fund**

Designated by the Trustees for the repair and maintenance of our historic building.

**Community Shop**

Formerly named The Food Project, our Community Shop takes food surplus from the food industry to give local people easy access to low cost quality food.

**Food Aid**

This is a ring fenced project to help local families in crisis, receiving food and monetary donations and providing a week's groceries to those in need.

**Coronavirus Job Retention Scheme**

Money claimed from HMRC for employees on furlough or flexible furlough during the year.

**Lincolnshire Community Foundation - Covid 19 Grant**

Grant received last year towards a project with our volunteers. Change of use agreed with funders this year and money used to support local groups raising funds to recover from the impact of covid.

**Coop Community Champions**

This grant was used to run our intergenerational Community Café and associated activities.

**Lift Grant**

Grant received from Kirton in Lindsey Town Council towards maintenance of the lift in the Town Hall.

**Town Hall Live Grant**

Grant received from Kirton in Lindsey Town Council towards the Garden Fest event in July.