

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

Registered Charity: 1160832

**Trustees' Annual Report and Accounts
For The Year Ending 30th June 2023**

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The Diamond Jubilee Town Hall, Kirton in Lindsey

Annual Report 2022/23

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 1st July 2022 to 30th June 2023. This is the first full year of activity since the Covid pandemic and it has produced some continuing challenges. It took until spring 2023 before audiences started to return to pre-pandemic numbers and, even now, there is continuing reluctance for events which formerly attracted regular large numbers.

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.

Routine maintenance has continued but this year has been characterised by investment in a number of improvements/repairs to the building. Notably:

- repair and refurbishment of the old (19thC) main doors. These were stripped back and repainted with heritage quality paint which should be more resilient to the weather.
- the conversion of all lights to LEDs. This is proving a complex and expensive task and priority has been given to the ceiling lights in the main hall which have had to be sent to specialist lighting engineers for conversion. This is almost complete and the next phase will cover the rest of the building.
- improvements to the acoustics in the main hall. A report by an acoustics engineer outlines a number of measures we could take and, this year we have lined the curtains with acoustic material. This has made a difference and a decision will be taken in the future regarding the installation of sound absorption boards to improve things further. These would need Listed Building Consent.

2. Provide facilities for recreation or other leisure activities

Activities are now at the same level as before Covid but take-up 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 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 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 Transatlantic 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 where tickets can be purchased for some events. This has been updated this year to make it more user-friendly.
- 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 several days. 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.

Our community shop on a Friday afternoon continues to be very popular. People can choose 16 items for £5 from the array on offer which includes some fresh produce. The increased demand means we have increased the amount of food we get from FareShare. 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.

As the energy crisis developed, we opened the small hall on a Tuesday morning as a warm, safe space where people could come and get a hot drink. This was used by approximately 10-15 people per session and provided some respite from the winter cold. We will see how energy prices go this autumn before taking a view whether to reinstate this service.

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 charity remains financially solvent.

Overall we appear to have made a loss of £8,741 but, if we remove capital expenditure of £11,436, then it is clear that we made a revenue surplus of £2,695. Of this £1,321 is surplus on the restricted Food Aid fund.

We have agreed to undesignate the community shop as there are no specific plans, or requirements, to reinvest any surpluses into the shop's activities. They will be used for general purposes to support the work of the Town Hall. This is shown as a transfer of funds on the face of the accounts.

Last year we moved our current account banking to The Cooperative Bank to avoid bank charges for day to day banking and this year we have also transferred our HSBC Business Money Manager account to the Coop. All our banking activities are now with one provider.

Reserves

The Fabric Fund is a Designated Fund for the primary use of major repairs and refurbishment so it was agreed this year to use some of this money to fund the electrical and acoustic improvements. Last year it had reached its target of £50,000

and stood at £51,609. This has reduced to £40,557 so further fundraising will take place to attempt to reach £100,000 in the fund by the end of our current Business Plan in 2026. We realise that this is a very optimistic target.

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

Our general volunteer team has reduced since the pandemic and it is proving difficult to find new ones – a common problem throughout the sector.

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. The 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
Kathy Cooper		Kirton in Lindsey Town Council from AGM
Jenny Cripps		Community Trustee
Adam Delsignore		Community Trustee resigned at 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 until AGM
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 and a further vacancy for a Community Trustee.

The Board has decided that, for the next financial year, it will meet quarterly rather than bimonthly as so much business is now transacted via email. This has had the effect of streamlining the decision-making process, reducing the need to meet so frequently.

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

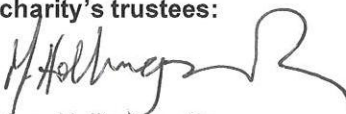
The hall has now fully opened and resumed its position as a vital and viable community hub but there are still challenges as the current Cost of Living crisis could have an adverse impact on take-up of our activities and there is still some post-pandemic nervousness about getting involved.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s):



Full name(s): Mary Hollingsworth

Position: Chair

Date: 17/10/23



Hazel Fox

Secretary

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 in Lindsey

I report on the accounts of The Diamond Jubilee Town Hall, Kirton in Lindsey for the year ended 30 June 2023, which are set out on pages 7 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011 ("the Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 130 and 131 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met.

- (2) No matter has come to my attention in connection with my examination 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
Phoenix Accountancy Business &
Consultancy Limited
Morley's Cottage, Morley's Yard
Walkergate, Beverley
HU17 9BY

Signed



Date

2/11/2023

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

Receipts and Payments Account for the Year Ended 30th June 2023

	Unrestricted	Designated	Restricted	Total	Total
	Funds	Funds	Funds	2023	2022
	£	£	£	£	£
RECEIPTS					
Lettings	21,988	0	0	21,988	15,458
Events	3,554	0	0	3,554	6,291
General Donations	1,396	0	0	1,396	3,029
Fundraising	2,990	0	0	2,990	2,368
Town Hall Live	14,497	0	0	14,497	15,396
Bar	5,081	0	0	5,081	5,533
Community Shop	0	11,292	0	11,292	8,547
Food Aid	0	0	4,464	4,464	5,594
Gift Aid	543	0	527	1,070	1,872
Grants	0	0	3,260	3,260	10,000
Other	0	0	0	0	60
Interest	0	385	0	385	15
Total Receipts	50,049	11,677	8,251	69,977	74,163
PAYMENTS					
Events	2,134	0	0	2,134	2,195
Fundraising	908	0	0	908	622
Town Hall Live	12,537	0	300	12,837	13,317
Bar	2,609	0	0	2,609	3,002
Community Shop	0	5,409	0	5,409	4,837
Food Aid	0	0	3,670	3,670	3,077
Staff Costs	22,166	0	0	22,166	21,423
Communications	497	0	0	497	439
Utilities	5,873	0	0	5,873	4,921
Premises Costs	2,921	0	2,806	5,727	5,875
General Costs	5,452	0	0	5,452	3,918
Grants	0	0	0	0	1,253
Sub Total	55,097	5,409	6,776	67,282	64,879
ASSET PURCHASES					
Fixtures and fittings	0	11,436	0	11,436	0
Total Payments	55,097	16,845	6,776	78,718	64,879
SURPLUS / Deficit for the year (A)	-5,048	-5,168	1,475	-8,741	9,284
Transfers between funds (B)	19,339	-19,339	0	0	
Cash funds last year end (C)	14,864	65,064	7,301	87,229	
CASH FUNDS THIS YEAR END (A+B+C)	29,155	40,557	8,776	78,488	

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

Statement of Assets and Liabilities at 30th June 2023

	Unrestricted	Designated	Restricted	Total
	Funds	Funds	Funds	2023
	£	£	£	£
CASH FUNDS				
Coop Community Directplus Savings Account	20,667	40,557	8,776	70,000
Coop Community Directplus Account	7,444	0	0	7,444
Paypal Account	0	0	0	0
Floats	900	0	0	900
Cash in Hand	144	0	0	144
Total	29,155	40,557	8,776	78,488

ASSETS RETAINED FOR THE CHARITY'S OWN USE	£
The Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, DN21 4LZ	2,560,305
Including Fixtures and Fittings	

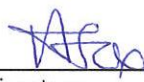
LIABILITIES	£
Staff pay	1,985

Note

The building valuation uses the 2022 Rebuild Cost Assessment for insurance purposes.
Fixtures and fittings of the hall include £11,436 spending this year on refurbishment of the main door, installation of soundproof curtain linings, energy efficient lighting and a new dishwasher.

The accounts were approved at the AGM on 17th October 2023 and signed on behalf of the Trustees


Signature


Signature


Name


Name

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

Restricted and Designated Fund Movements for the Year Ended 30th June 2023

	Bal b/fwd	Receipts	Payments	Surplus / Deficit	Transfers	Bal c/fwd
DESIGNATED FUNDS						
Fabric Fund	51,608	385	-11,436	-11,051	0	40,557
Community Shop	13,456	11,292	-5,409	5,883	-19,339	0
	65,064	11,677	-16,845	-5,168	-19,339	40,557
RESTRICTED FUNDS						
Food Aid	4,888	4,991	-3,670	1,321	0	6,209
Lift Grant (April '22 - March '23)	2,113	0	-2,113	-2,113	0	0
Lift Grant (April '23 - March '24)	0	2,960	-693	2,267	0	2,267
Town Hall Live Grant	300	300	-300	0	0	300
	7,301	8,251	-6,776	1,475	0	8,776

Fabric Fund

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

Community Shop

Our Community Shop takes food surplus from the food industry to give local people easy access to low cost quality food. We do this by running a weekly shop in the Town Hall.

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.

Lift Grants

Kirton in Lindsey Town Council award a grant towards maintenance of the lift in the Town Hall according to their financial year. The periods covered by each grant are shown above.

Town Hall Live Grant

Grant received from Kirton in Lindsey Town Council towards the Town Hall Live festival in July.