

# BOURNE TOWN HALL TRUST

England & Wales · Charity number 1176315

## Details

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**Other names** BOURNE SESSIONS HOUSE

**Status** Registered

**Legal form** CIO

**Registered** 2017-12-15

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Bourne Town Hall  
North Street  
Bourne  
PE10 9EA

**Phone** 07767317726

**Email** [admin@bournetownhall.org.uk](mailto:admin@bournetownhall.org.uk)

**Website** [bournetownhall.org.uk](http://bournetownhall.org.uk)

## Activities

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**Objects:** (1) To provide facilities, in the interests of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre). (2) To advance education of the inhabitants of Bourne including: a. in all forms of the arts; and b. by securing, restoring, preserving and caring for the fabric of Bourne Town Hall and associated land and buildings having historic interest or architectural merit.

**Activities:** Restoration & Conversion of Bourne Town Hall as a community arts centre.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

- Lincolnshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£146,145	£17,893	-	-
2023-12-31	£95,196	£24,600	-	-
2022-12-31	£28,458	£34,124	-	-
2021-12-31	£44,817	£22,976	-	-
2020-12-31	£13,152	£13,985	-	-

## Trustees

Name	Role	Appointed
<b>CHARLES JOHN HOUSEAGO</b>	Chair	2017-09-11
Gavin Lishman		2024-07-25
Hilary Elizabeth Bloomer		2018-05-22
Jane Gabbutt		2022-02-16
Katrina Lloyd		2019-04-01
Rannadevi Rajnikant Patel		2019-08-12

**BOURNE TOWN HALL TRUST**

England & Wales - Charity number 1176315

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# Accounts

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**BOURNE TOWN HALL TRUST**  
**Charity Commission registered no. 1176315**

**FINANCIAL STATEMENTS**  
**for the year ended**  
**31 December 2024**



**BOURNE TOWN HALL TRUST**

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**for the year ended 31 December 2024**

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**BOURNE TOWN HALL TRUST**  
**Charity Information**  
**for the year ended 31 December 2024**

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**Charity Number**

1176315

**Registered office**

Bourne Town Hall  
North Street  
Bourne  
PE10 9EA

**Board of Trustees**

Mr Charles Houseago  
Mrs Katrina Lloyd  
Mrs Hilary Bloomer  
Mrs Nicola Ferguson  
Mrs Rannadevi Patel  
Mrs Jane Gabbutt  
Mr Gavin Lishman

Chair  
Treasurer

Appointed 25 July 2024

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

Ken Maggs BA, FCA  
Hoekman Way  
Spalding  
Lincs  
PE11 3HE

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2024**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2024.

The charity's principle address is The Old Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA.

## **Structure, governance and management**

### **Governing document**

The charity is constituted by the Charity Commission and was registered in England and Wales on 15 December 2017 with charity number 1176315. The charity is governed by its Foundation CIO constitution, which was adopted on 11 September 2017 and amended 16 June 2024.

The charity is also known as Bourne Sessions House, Bourne Town Hall Restoration Project, and The Old Town Hall, Bourne.

### **Objectives and Activities**

Bourne Town Hall Trust CIO's objects are to

- i) provide facilities, in the interest of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre).
- ii) advance education of the inhabitants of Bourne including:
  - a) in all forms of the arts;
  - a) by securing, restoring, preserving and caring for the fabric of Bourne Town Hall and associated land and buildings having historic interest or architectural merit.

The trusts activities include the following:

1. Management to the Old Town Hall on behalf of the Town.
2. Applications for, and the management of, grants supporting the planned restoration and conversion of the building as a community Arts centre.
3. Organisation of events and fundraising.
4. Recruitment and management of volunteers to support the charity goals.
5. Coordination with all stakeholders.

### **Trustees**

The trustees who are also the members and served the charity during the period are detailed on Page 1.

New trustees are appointed by the current trustees from people over 16 who have shown a keen interest in the work of the charity and have abilities required on the governing body, apart from the first charity trustees, every trustee must be appointed for a term of three years. At least one of the trustees must be 18 years of age or over. Training is provided to keep trustees up to date with new legislation etc. on a regular basis.

All new trustees are provided with a copy of the constitution and the latest Trustees Annual Report and statement of accounts. Trustees are removed from the board if they resign, have been absent from three consecutive meetings without due reason or voted off by a majority of the trustees due to conduct prejudicial to the charity.

Unless due to legal reasons for removal, the board shall consist of at least four trustees.

## **Financial Review**

The results for the charity for the financial year are detailed on pages 6 to 15. These financial statements cover the early stages of the restoration project mainly establishing the viability, pathway forward and planning stages before moving into commencement of the project.

**BOURNE TOWN HALL TRUST**  
**Annual Report (continued)**  
**for the year ended 31 December 2024**

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## **Public Benefit**

The trustees declare that they have due regards to the guidance on public benefit issues by the Charity Commission, all trustees have been provided with the Charity Commission Guidance Notes on Public Benefit and it is the intention to review the guidance with respect to our activities at trustee meetings each January.

Bourne Town Hall was built on land donated by the Marquis of Exeter in 1821. The building provided for Petty and Quarter Sessions plus a covered market for the inhabitants of Bourne, Lincolnshire. Since this time the building had remained a central point of Bourne until the Magistrates Court ceased operations in 2008 and the local council relocated its offices in 2014. Since that time, it had remained unoccupied and it was not seen as a cost-effective use of Council funds especially during austerity.

The trustees and other volunteers consider the building to be an important part of the town and of the Bourne community. The support of the Bourne people and other entities will enable them to return the building to the local community and hopefully in perpetuity for the future.

The restoration project is expected to take a considerable time especially as the trustees wish to restore the fabric of the original Georgian building which has been hidden by modern additions. Once work is completed then we hope to have created an arts and entertainment centre for the whole community.

The building will have original features but will be flexible to match up to date expectations and requirements. It will not just be historic building it will be a practical and vibrant structure.

## **Achievement and Performance**

### **Introduction**

The past year has been a remarkable period of progress and achievement for the trustees. Through diligence, strategic planning, and collaboration, significant milestones have been reached that pave the way for transformative change. This report outlines the key accomplishments, including the successful completion of the National Lottery Heritage Fund development grant, the securing of a £3.3 million delivery phase grant, and the obtaining of planning permission for building regeneration work.

### **Completion of the National Lottery Heritage Fund Development Grant**

Over the last year, the trustees undertook and successfully completed the National Lottery Heritage Fund development grant. This achievement represents a significant step in the ongoing journey toward revitalising and preserving heritage. The grant facilitated crucial developmental activities, including stakeholder consultations, the development of activity and interpretation plans, and a fully developed building design to RIBA 4a, ensuring that the proposed projects meet both community needs and heritage preservation goals.

### **Securing the Delivery Phase Grant**

A pivotal accomplishment this year was securing the delivery phase grant of £3.3 million from the National Lottery Heritage Fund. This substantial funding will enable the trustees to transition from planning to implementation, bringing their vision to life. The delivery phase grant will support the regeneration work, ensuring the enhancement of cultural, historical, and structural assets while engaging the community in meaningful ways.

In addition to the National Lottery Heritage funding grant, the trustees secured significant match funding grants from local charities, The Len Pick Trust, to rebuild the clock tower during the regeneration works and from, Bourne United Charities in install 2 lifts to ensure the building will be accessible to as wide a section of the community as possible.

### **Obtaining Planning Permission for Building Regeneration Work**

Another landmark achievement was obtaining planning permission and listed building consent to commence building regeneration work. This critical step ensures that the architectural and structural revitalisation plans adhere to local regulations and align with long-term sustainability objectives. The planning permission marks the readiness to move forward with construction and redevelopment, aiming to breathe new life into this historic structure while maintaining its intrinsic value as an asset for the whole community.

**BOURNE TOWN HALL TRUST**  
**Annual Report (continued)**  
**for the year ended 31 December 2024**

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**Achievement and Performance (continued)**

**Looking ahead**

As the trustees celebrate these key accomplishments, they remain committed to the continued success of the project. With the delivery phase grant secured and planning permission in place, the focus will shift to executing the regeneration work, fostering community collaboration, and ensuring that each phase is completed with precision and care. These achievements reflect a solid foundation for future milestones and underscore the trustees' dedication to heritage preservation and community enrichment.

**Conclusion**

The trustees' collective efforts and strategic vision have culminated in a transformative year, marked by significant progress in heritage development and regeneration. The successful completion of the National Lottery Heritage Fund development grant, the award of a £3.3 million delivery phase grant, and the approval of planning permission are testaments to the trustees' commitment and resilience. These achievements not only set the stage for the next phases but also reinforce the importance of preserving heritage for future generations.

**Risk management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The principal risk towards the Charity is a lack of funding and income to support its stated aims. The trustees have considered this risk and believe that with careful management they will be able to continue to fulfil the objectives of the Charity.

**Going concern**

Current reserves and on-going donations are sufficient to support the Trust at this time.

**Property - Bourne Town Hall**

The freehold property known as Bourne Town Hall in North Street, Bourne is currently held in trust by Lincolnshire County Council. The property will become a functional asset of the charity providing sufficient funds are secured to complete the renovation works.

The charity had a five year rent free period which was extended by a further five year lease to enable initial works to be carried out and funds to be arranged.

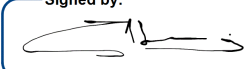
**Reserves**

It is the long term policy of the charity to aim to build sufficient reserves to meet 12 months base running costs of the building.

The charity trustees are in the process of raising funds for the restoration work of the whole building. This is expected to cost in the region of £3.5m and take two to three years to complete.

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations. The carried forward unrestricted reserves as at 31 December 2024 are £27,180, and the carried forward restricted reserves as at 31 December 2024 are £210,227.

For and on behalf of the board of trustees:

Signed by:  
  
D8C9D728169440C...  
**Mr C Housego**  
Chair of Trustees

Date: 24-07-25  
Date: ..... 2025

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE  
BOURNE TOWN HALL TRUST**

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I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2024, which are set out on pages 7 to 15.

**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 charity's accounts carried out under section 145 of the 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**

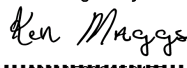
Since the charity's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Dated: 25-07-25 ..... **2025**

DocuSigned by:  
  
8041A508C0EB47E...  
**K.J. Maggs** B.A., F.C.A.  
Chartered Accountant  
Spalding

**BOURNE TOWN HALL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2024

		2024			2023
	Note	Unrestricted £	Restricted £	Total £	Total £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Charitable donations		2,402	-	2,402	1,498
Grant income	2	-	135,193	135,193	73,765
Fund-raising		182	-	182	1,145
Charitable activities	3	8,263	-	8,263	18,701
Investment income					
Bank interest		105	-	105	87
<b>TOTAL INCOME</b>		<b>10,952</b>	<b>135,193</b>	<b>146,145</b>	<b>95,196</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	4	14,190	1,000	15,190	22,493
Support costs					
Subscriptions		128	-	128	256
Bank and card charges		223	-	223	749
Loan interest		1,163	-	1,163	112
Accountancy fees		400	-	400	400
Independent examination		400	-	400	400
		2,314	-	2,314	1,917
Raising funds					
Event costs		268	-	268	30
Advertising and publicity		121	-	121	160
		389	-	389	190
<b>Total support costs</b>		<b>2,703</b>	<b>-</b>	<b>2,703</b>	<b>2,107</b>
<b>TOTAL EXPENDITURE</b>		<b>16,893</b>	<b>1,000</b>	<b>17,893</b>	<b>24,600</b>
<b>NET (EXPENDITURE) / INCOME</b>		<b>(5,941)</b>	<b>134,193</b>	<b>128,252</b>	<b>70,596</b>
<b>Reconciliation of funds:</b>					
Brought forward		33,212	75,943	109,155	38,559
<b>Carried forward</b>		<b>27,180</b>	<b>210,227</b>	<b>237,407</b>	<b>109,155</b>

*The notes on pages 9 to 15 form part of these accounts*

**BOURNE TOWN HALL TRUST**

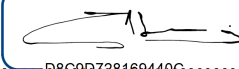
**BALANCE SHEET**

**At 31 December 2024**

	Note	2024		2023	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		5,119		9,096
Heritage assets	6		196,073		50,778
			<u>201,192</u>		<u>59,874</u>
<b>CURRENT ASSETS</b>					
<b>Stock</b>		<u>424</u>		<u>696</u>	
<b>Debtors</b>					
Other debtors		232		150	
Taxes and social security		542		5,525	
Prepayments		138		-	
		<u>912</u>		<u>5,675</u>	
<b>Bank and cash in hand</b>					
CAF Bank		7,511		18,279	
CAF Bank - Grants		28,229		57,010	
Cash in hand		296		150	
		<u>36,036</u>		<u>75,439</u>	
<b>Current Assets</b>		<u>37,372</u>		<u>81,810</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
Loans and overdrafts		-		15,000	
Trade creditors		134		14,877	
Accruals		1,023		2,652	
		<u>1,157</u>		<u>32,529</u>	
<b>NET CURRENT ASSETS</b>			<u>36,215</u>		<u>49,281</u>
<b>TOTAL ASSETS LESS LIABILITIES</b>			<u><b>237,407</b></u>		<u><b>109,155</b></u>
<b>CHARITY FUNDS</b>					
Restricted funds	9		210,227		75,943
Unrestricted funds			27,180		33,212
			<u><b>237,407</b></u>		<u><b>109,155</b></u>

25-07-25

The financial statements on pages 6 to 13 were approved by the Trustees on ..... **2025** and signed on their behalf by:

Signed by:  
  
 D8C9D728169440C.....  
**Mr C Houseago**  
 Chair of Trustees

DocuSigned by:  
  
 72B523914409467.....  
**Mrs K Lloyd**  
 Treasurer

*The notes on pages 9 to 15 form part of these accounts*

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 December 2024**

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**1. Accounting Policies**

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(a) Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

**(b) Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**(c) Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised, net of any Value Added Tax when entitlement has occurred.

Investment income is recognised in the accounts when the amount can be measured reliably and the Charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

**(d) Expenditure recognition**

Expenditure is accounted for net of applicable Value Added Tax on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure include all resources applied by the Charity in undertaking its charitable objectives as opposed to support costs.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2024**

**1. Accounting Policies (continued)**

**(d) Expenditure recognition (continued)**

Support costs are those that assist the work of the Charity but do not directly represent charitable activities and include office costs and governance costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Irrecoverable Value Added Tax is charged as an expense against the activity for which expenditure arose.

**(e) Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**(f) Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows.

Computer equipment	3 years	straight line
Office equipment	5 years	straight line
Furniture	3 years	straight line
Leasehold property improvements	5 years	straight line

**(g) Heritage assets**

It is the policy of the Trust not to capitalise heritage assets belonging to the Trust, where a reliable estimate cannot be made of the asset's fair value or the information on cost or value is not available and which cannot be obtained at a cost which is commensurate with the benefits to the users of the financial statements. These are in effect inalienable, held in perpetuity, and are mostly irreplaceable. Any financially based valuation would be misleading to the value and significance of the material culture involved. The Trust has a clear duty of care for these assets and to make them available for the enjoyment and education of the public as far as is possible, commensurate with their long-term care and preservation. The highest possible standards of collection management are applied, and the events are made available as widely as possible to facilitate all enquiries and requests for information, subject to appropriate security and data protection guidelines.

The Trust does not currently own the property which is owned by Lincolnshire County Council. The Trust had a three year rent free period which was extended by two years, i.e. 2025.

**(h) Going Concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, which is sufficient with the level of reserves of the Charity to be able to continue as a going concern.

**2. Grants receivable**

	2024	2023
	£	£
Architectural Heritage Fund	-	30,000
Heritage Lottery Fund	134,193	42,265
South Kesteven District Council	-	1,500
Lincolnshire County Council	1,000	-
	<u>135,193</u>	<u>73,765</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2024**

**3. Charitable activities - income**

	<b>2024</b>			2023
	Unrestricted £	Restricted £	Total £	Total £
Event Ticket Sales	3,569	-	3,569	9,676
Bar sales	4,689	-	4,689	8,639
Hall Hire income	-	-	-	200
Art / Merchandise commission	1	-	1	144
Merchandise sales	4	-	4	42
	<u>8,263</u>	<u>-</u>	<u>8,263</u>	<u>18,701</u>

**4. Charitable activities - expenditure**

	<b>2024</b>			2023
	Unrestricted £	Restricted £	Total £	Total £
Bar stock	2,465	-	2,465	3,797
Entertainment and workshops	1,547	-	1,547	5,429
Ticketing costs and fees	364	-	364	-
Licences and subscriptions	484	-	484	207
Rent and rates	288	-	288	269
Cleaning costs and waste disposal	61	-	61	59
Telephone and communications	547	-	547	393
Computer running costs	326	-	326	329
Repairs and maintenance	387	-	387	145
Printing, postage and stationary	47	-	47	247
Small equipment	22	-	22	294
Training costs	108	-	108	554
Light and heat	2,759	1,000	3,759	3,027
Legal and professional fees	35	-	35	399
Insurance	334	-	334	323
Sundry expenses	279	-	279	126
Depreciation	4,137	-	4,137	6,812
Loss on disposal of tangible fixed assets	-	-	-	83
	<u>14,190</u>	<u>1,000</u>	<u>15,190</u>	<u>22,493</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2024**

**5. Fixed assets**

	Leasehold property improvements £	Computer equipment £	Furniture, fixtures and equipment £	Total £
<b>Cost</b>				
Brought forward	13,058	2,571	22,149	37,778
Additions	-	160	-	160
Disposals	-	(155)	-	(155)
Carried forward	<u>13,058</u>	<u>2,576</u>	<u>22,149</u>	<u>37,783</u>
<b>Depreciation</b>				
Brought forward	11,918	2,386	14,378	28,682
Charge	692	208	3,237	4,137
Eliminated on disposal	-	(155)	-	(155)
Carried forward	<u>12,610</u>	<u>2,439</u>	<u>17,615</u>	<u>32,664</u>
<b>Net book value</b>				
At 31 December 2024	<u>448</u>	<u>137</u>	<u>4,534</u>	<u>5,119</u>
At 31 December 2023	<u>1,140</u>	<u>185</u>	<u>7,771</u>	<u>9,096</u>

**6. Heritage assets**

	Development of Heritage property £	Total £
<b>Cost</b>		
Brought forward	50,778	50,778
Additions	145,295	145,295
Carried forward	<u>196,073</u>	<u>196,073</u>
<b>Net book value</b>		
At 31 December 2024	<u>196,073</u>	<u>196,073</u>
At 31 December 2023	<u>50,778</u>	<u>50,778</u>

The Heritage assets is currently owned by Lincolnshire County Council and leased to Bourne Town Hall Trust.

**7. Trustees Remuneration, Expenses and Control**

There were no remuneration or expenses paid to the Trustees during the period. The Charity is controlled by the Trustees as a body. No individual Trustee has control over the Charity.

**8. Related Party Transactions**

There are no related party transactions during the period.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2024**

**9. Restricted funds**

	At 1/1/24 £	Income £	Outgoing £	Transfers £	At 31/12/24 £
Restoration project	75,943	134,193	-	91	210,227
Utilities fund	-	1,000	(1,000)	-	-
Restricted funds	<u>75,943</u>	<u>135,193</u>	<u>(1,000)</u>	<u>91</u>	<u>210,227</u>
Unrestricted funds	<u>33,212</u>	<u>10,952</u>	<u>(16,893)</u>	<u>(91)</u>	<u>27,180</u>
	<u><u>109,155</u></u>	<u><u>146,145</u></u>	<u><u>(17,893)</u></u>	<u><u>-</u></u>	<u><u>237,407</u></u>

**Transfers**

When restricted funds have been used for the purpose for which they were granted to create an asset and the restriction no longer applies then the funds are transferred into unrestricted or endowment funds depending upon the stated requirements or purpose of the asset where applicable.

It is a common occurrence that the funds are used for the specific purpose but the donated funds will frequently be less than the total cost at the time the cost is incurred. In these cases unrestricted funds are used to cover the deficit.

These funds are represented by:

	Fixed assets £	Current assets £	Current liabilities £	Total £
Restoration project and Restricted funds	196,073	14,336	(182)	210,227
Unrestricted funds	5,119	23,036	(975)	27,180
	<u>201,192</u>	<u>37,372</u>	<u>(1,157)</u>	<u>237,407</u>

**9. Restricted funds (continued)**

These funds in the comparative year were represented by:

<b>2023</b>	Fixed assets £	Current assets £	Current liabilities £	Total £
Restoration project	50,778	26,165	(1,000)	75,943
Heritage day	-	40	(40)	-
Restricted funds	<u>50,778</u>	<u>26,205</u>	<u>(1,040)</u>	<u>75,943</u>
Unrestricted funds	<u>9,096</u>	<u>55,605</u>	<u>(31,489)</u>	<u>33,212</u>
	<u><u>59,874</u></u>	<u><u>81,810</u></u>	<u><u>(32,529)</u></u>	<u><u>109,155</u></u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2024**

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**10. Restricted funds - Fund descriptions**

**Restoration project**

The Restoration project relates to all the funds received by the charity for the purpose of the restoration of the Bourne Town Hall and bring it back into public use as a pivotable part of the local community.

**Heritage day**

The Heritage day fund relates to funds received by the charity for the purpose of providing free workshops during the National Heritage Open Day event. All funds were spent during the year and the excess has been covered by general funds.

**Utilities fund**

The Utilities Fund relates to a Localgiving Limited Grant which was awarded to assist in the meeting of utilities costs due to the increases being experienced and the wish to provide warmth and comfort.

**10. Financial Commitment**

The charity has a rent free agreement with Lincolnshire County Council for a period of three years with a option to extend to five years. Due to the historic nature and condition of the building it has not been possible to estimate a market rent and as such the gift in kind has not been included in the Statement of Financial Activities.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2024**

**11. Comparatives****STATEMENT OF FINANCIAL ACTIVITIES****INCOME AND ENDOWMENTS FROM:**

<b>Charitable donations</b>	1,498	-	1,498
<b>Grant income</b>	-	73,765	73,765
<b>Fund-raising</b>	1,145	-	1,145
<b>Charitable activities</b>	18,701	-	18,701
<b>Investment income</b>	87	-	87
<b>TOTAL INCOME</b>	21,431	73,765	95,196

**EXPENDITURE ON:****Raising funds**

Event costs	30	-	30
Advertising and publicity	29	131	160

**Charitable activities**

Bar stock	3,797	-	3,797
Entertainment and workshops	4,040	1,389	5,429
Licences and subscriptions	207	-	207
Rent and rates	269	-	269
Cleaning costs and waste disposal	59	-	59
Telephone and communications	393	-	393
Computer running costs	329	-	329
Repairs and maintenance	145	-	145
Printing, postage and stationary	247	-	247
Small equipment	294	-	294
Training costs	554	-	554
Light and heat	2,751	276	3,027
Legal and professional fees	399	-	399
Insurance	323	-	323
Sundry expenses	126	-	126
Depreciation	6,812	-	6,812
Loss on disposal of tangible fixed assets	83	-	83

**Support costs**

Subscriptions	256	-	256
Bank and card charges	749	-	749
Loan interest	112	-	112
Accountancy fees	400	-	400
Independent examination	400	-	400

<b>TOTAL EXPENDITURE</b>	22,804	1,796	24,600
<b>NET (EXPENDITURE) / INCOME</b>	(1,373)	71,969	70,596

**BOURNE TOWN HALL TRUST**

England & Wales - Charity number 1176315

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# Accounts

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**BOURNE TOWN HALL TRUST**  
**Charity Commission registered no. 1176315**

**FINANCIAL STATEMENTS**  
**for the year ended**  
**31 December 2023**



**BOURNE TOWN HALL TRUST**  
**Index**  
**for the year ended 31 December 2023**

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**BOURNE TOWN HALL TRUST**  
**Charity Information**  
**for the year ended 31 December 2023**

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**Charity Number**

1176315

**Registered office**

Bourne Town Hall  
North Street  
Bourne  
PE10 9EA

**Board of Trustees**

Mr Charles John Houseago                      Chair

Mrs Hilary Elizabeth Bloomer

Mrs Nicola Ann Ferguson

Mrs Katrina Lloyd                              Treasurer

Mrs Ranna Patel

Mrs Jane Gabbutt

Mr Gavin Lishman

(Appointed 25 July 2024)

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

Ken Maggs BA, FCA  
Hoekman Way  
Spalding  
Lincs  
PE11 3HE

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2023**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2023.

The charity's principle address is The Old Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA.

**Structure, governance and management**

**Governing document**

The charity is constituted by the Charity Commission and was registered in England and Wales on 15 December 2017 with charity number 1176315. The charity is governed by its Foundation CIO constitution, which was adopted on 11 September 2017.

The charity is also known as Bourne Sessions House, Bourne Town Hall Restoration Project, and The Old Town Hall, Bourne.

**Objectives and Activities**

Bourne Town Hall Trust CIO's objects are to

- i) provide facilities, in the interest of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre).
- ii) advance education of the inhabitants of Bourne including:
  - a) in all forms of the arts;
  - a) by securing, restoring, preserving and caring for the fabric of Bourne Town Hall and associated land and buildings having historic interest or architectural merit.

The trusts activities include the following:

1. Management to the Old Town Hall on behalf of the Town.
2. Applications for, and the management of, grants supporting the planned restoration and conversion of the building as a community Arts centre.
3. Organisation of events and fundraising.
4. Recruitment and management of volunteers to support the charity goals.
5. Coordination with all stakeholders.

**Trustees**

The trustees who are also the members and served the charity during the period are detailed on Page 1.

New trustees are appointed by the current trustees from people over 16 who have shown a keen interest in the work of the charity and have abilities required on the governing body, apart from the first charity trustees, every trustee must be appointed for a term of three years. At least one of the trustees must be 18 years of age or over. Training is provided to keep trustees up to date with new legislation etc. on a regular basis.

All new trustees are provided with a copy of the constitution and the latest Trustees Annual Report and statement of accounts. Trustees are removed from the board if they resign, have been absent from three consecutive meetings without due reason or voted off by a majority of the trustees due to conduct prejudicial to the charity.

Unless due to legal reasons for removal, the board shall consist of at least four trustees.

**BOURNE TOWN HALL TRUST**  
**Annual Report (continued)**  
**for the year ended 31 December 2023**

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**Financial Review**

The results for the charity for the financial year are detailed on pages 6 to 15. These financial statements cover the early stages of the restoration project mainly establishing the viability, pathway forward and the commencement of raising the grant funding required for the project.

**Public Benefit**

The trustees declare that they have due regards to the guidance on public benefit issues by the Charity Commission, all trustees have been provided with the Charity Commission Guidance Notes on Public Benefit and it is the intention to review the guidance with respect to our activities at trustee meetings each January.

Bourne Town Hall was built on land donated by the Marquis of Exeter in 1821. The building provided for Petty and Quarter Sessions plus a covered market for the inhabitants of Bourne, Lincolnshire. Since this time the building had remained a central point of Bourne until the Magistrates Court ceased operations in 2008 and the local council relocated its offices in 2014. Since that time, it had remained unoccupied and it was not seen as a cost-effective use of Council funds especially during austerity.

The trustees and other volunteers consider the building to be an important part of the town and of the Bourne community. The support of the Bourne people and other entities will enable them to return the building to the local community and hopefully in perpetuity for the future.

The restoration project is expected to take a considerable time especially as the trustees wish to restore the fabric of the original Georgian building which has been hidden by modern additions. Once work is completed then we hope to have created an arts and entertainment centre for the whole community.

The building will have original features but will be flexible to match up to date expectations and requirements. It will not just be historic building it will be a practical and vibrant structure.

**Achievement and Performance**

At the end of February 2023, the trust obtained '**Permission To Start' the Development Phase** with the £316,344 grant awarded by the National Lottery Heritage Fund. This provided funding to engage all the professional services needed to develop the plans for the Capital Phase bid up to submitting planning and listed building consent permissions. The project 'The Old Town Hall: Arts in the Heart of Bourne'. aims to create a vibrant community hub open to all that celebrate the arts; serving and entertaining the people of Bourne, surrounding villages and visitors to the region.

The professional services were tendered and included:

- **Architectural Services**, to develop a flexible accessible and sustainable design for the building;
- **Activity Consultant** to compile a 3 year activity plan to run through the capital grant phase as well as to run pilot test events which were undertaken in the Summer of 2024;
- **Interpretation Consultant** to plan how to interpret data compiled through the research activities in the plan and to make this accessible to all;
- **Fundraising Consultant** to help the trustees plan and submit grants for the match funding element of the capital phase;
- Consultant to conduct a full **governance compliance** review of the charity and its operation.

This was made possible with the National Lottery Heritage Fund Grant as well as additional match funding of £30,000 from the Architectural Heritage Fund. The trustees, Heritage Lincolnshire and the consultants were all working towards a submission to the National Lottery Heritage fund Capital Phase bid being submitted by August 2024.

**BOURNE TOWN HALL TRUST**  
**Annual Report (continued)**  
**for the year ended 31 December 2023**

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**Achievement and Performance (continued)**

During the year, the trust continued to hold a wide variety of **events for the local community**, this included pop-up cinema, live music evenings, poetry evenings, theatre performances, artists open houses, historic talks, craft fairs and fund-raising events a Wellbeing Fair as well as bi-monthly quiz nights. All events were well attended, with hugely positive feedback from the public, the volunteers and even the stallholders.

A new link with a local amateur dramatic group, **Bourne Footlights** was formed in the year with two murder mystery pieces being performed in February and December, this was extremely well received from both the cast and the attendees and has led to subsequent theatre pieces being planned for future collaborations.

The trust continued to support and promote **local small businesses and artisans** with the bi-annual Craft Fairs hosting 24 small stallholders, a Wellbeing Fair which building on the success of the previous year hosted 24 stallholders and 6 work-shops as well as the second Bourne Artists Open Houses which showcased local artists in the main art exhibition at The Old Town Hall.

In May, the trustees alongside some volunteers took part in the **Coronation Community Market and Picnic**, having a stand with information on the full renovation project, our goals and aims and how people are able to get involved as volunteers or attend future events. This was a fantastic event that allowed us to speak to a wider range of the cross section of the public, drawing in younger attendees with our flags to colour in.

**Links with the local schools** were once again strengthened in the year, with musical evening performances from one the local secondary schools and one of the local primary schools hosting their end of year musical performances being held in the Old Town Hall.

The theme of the **Heritage Open Days** in 2023 was The Arts of Lincolnshire – Creativity Unwrapped. Thanks to a £1,500 grant obtained from SKDC Levelling Up Fund the trust held an open day which was open to all ages and abilities and incorporated a variety of art media through a series of free pre booked workshops, artist demonstrations and drop-in sessions with various local artists. Opening up the building in order for participants to engage in different elements of heritage, art and creativity that they may not ordinarily be exposed to. This was a hugely successful day with over 385 visitors and 90 pre-bookable free workshop spaces available, most workshops were fully booked, with some places available on the day for a couple of the sessions.

This was great exposure for lots of different visitors to Bourne Town Hall Trust, engaging them in the history of the building as well as the future project and plans for the building.

Additionally **local people were engaged** in trying new skills and hobbies that they may not have been able to access otherwise due to cost prohibitions or even something they may not have considered. Verbal feedback on the day from several participants included that they had picked up a new skill that they would find extremely therapeutic and therefore there were good mental health benefits.

**Risk management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The principal risk towards the Charity is a lack of funding and income to support it's stated aims. The trustees have considered this risk and believe that with careful management they will be able to continue to fulfil the objectives of the Charity.

**Going concern**

Current reserves and on-going donations are sufficient to support the Trust at this time.

**BOURNE TOWN HALL TRUST**  
**Annual Report (continued)**  
**for the year ended 31 December 2023**

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**Property - Bourne Town Hall**

The freehold property known as Bourne Town Hall in North Street, Bourne is currently held in trust by Lincolnshire County Council. The property will become a functional asset of the charity providing sufficient funds are secured to complete the renovation works.

The charity had a five year rent free period which was extended by a further five year lease to enable initial works to be carried out and funds to be arranged.

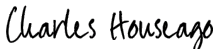
**Reserves**

It is the long term policy of the charity to aim to build sufficient reserves to meet 12 months base running costs of the building.

The charity trustees are in the process of raising funds for the restoration work of the whole building. This is expected to cost in the region of £3.5m and take two to three years to complete.

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations. The carried forward unrestricted reserves as at 31 December 2023 are £33,212, and the carried forward restricted reserves as at 31 December 2023 are £75,943.

For and on behalf of the board of trustees:

Signed by:  
  
.....92049C0FA79842B:.....  
**Mr C Houseago**  
Chair of Trustees  
  
18-10-24  
Date: ..... 2024

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE  
BOURNE TOWN HALL TRUST**

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I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2023, which are set out on pages 7 to 15.

**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 charity's accounts carried out under section 145 of the 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Dated: ..... 18-10-24 ..... **2024**

DocuSigned by:  
  
.....  
**K.J. Maggs** B.A., F.C.A.  
Chartered Accountant  
Spalding

**BOURNE TOWN HALL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2023

	Note	2023 Unrestricted £	2023 Restricted £	Total £	2022 Total £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Charitable donations		1,498	-	1,498	1,761
Grant income	2	-	73,765	73,765	1,500
Fund-raising		1,145	-	1,145	1,810
Charitable activities	3	18,701	-	18,701	23,374
Investment income					
Bank interest		87	-	87	13
<b>TOTAL INCOME</b>		<b>21,431</b>	<b>73,765</b>	<b>95,196</b>	<b>28,458</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	4	20,828	1,665	22,493	32,187
Support costs					
Subscriptions		256	-	256	244
Bank and card charges		749	-	749	302
Loan interest		112	-	112	-
Legal and professional fees		-	-	-	576
Accountancy fees		400	-	400	412
Independent examination		400	-	400	400
		1,917	-	1,917	1,934
Raising funds					
Event costs		30	-	30	3
Advertising and publicity		29	131	160	-
		59	131	190	3
<b>Total support costs</b>		<b>1,976</b>	<b>131</b>	<b>2,107</b>	<b>1,937</b>
<b>TOTAL EXPENDITURE</b>		<b>22,804</b>	<b>1,796</b>	<b>24,600</b>	<b>34,124</b>
<b>NET (EXPENDITURE) / INCOME</b>		<b>(1,373)</b>	<b>71,969</b>	<b>70,596</b>	<b>(5,666)</b>
Transfers between funds	9	(31)	31	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(1,404)</b>	<b>72,000</b>	<b>70,596</b>	<b>(5,666)</b>
<b>Reconciliation of funds:</b>					
Brought forward		34,616	3,943	38,559	44,225
<b>Carried forward</b>		<b>33,212</b>	<b>75,943</b>	<b>109,155</b>	<b>38,559</b>

*The notes on pages 9 to 15 form part of these accounts*

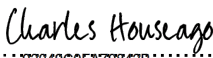
**BOURNE TOWN HALL TRUST**

**BALANCE SHEET**

**At 31 December 2023**

	Note	2023		2022	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		9,096		22,777
Heritage assets	6		50,778		-
			<u>59,874</u>		<u>22,777</u>
<b>CURRENT ASSETS</b>					
<b>Stock</b>		<u>696</u>		<u>824</u>	
<b>Debtors</b>					
Other debtors		150		150	
Taxes and social security		5,525		-	
Prepayments		-		450	
		<u>5,675</u>		<u>600</u>	
<b>Bank and cash in hand</b>					
CAF Bank		18,279		16,154	
CAF Bank - Grants		57,010		-	
Cash in hand		150		130	
		<u>75,439</u>		<u>16,284</u>	
<b>Current Assets</b>		<u>81,810</u>		<u>17,708</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
Loans and overdrafts		15,000		-	
Trade creditors		14,877		456	
Accruals		2,652		1,470	
		<u>32,529</u>		<u>1,926</u>	
<b>NET CURRENT ASSETS</b>			<u>49,281</u>		<u>15,782</u>
<b>TOTAL ASSETS LESS LIABILITIES</b>			<u><u>109,155</u></u>		<u><u>38,559</u></u>
<b>CHARITY FUNDS</b>					
Restricted funds	9		75,943		3,943
Unrestricted funds			33,212		34,616
			<u>109,155</u>		<u>38,559</u>

The financial statements on pages 6 to 13 were approved by the Trustees on 18-10-24 .....  
**2024** and signed on their behalf by:

Signed by:  
  
 .....  
**Mr C Houseago**  
 Chair of Trustees

DocuSigned by:  
  
 .....  
**Mrs K Lloyd**  
 Treasurer

*The notes on pages 9 to 15 form part of these accounts*

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 December 2023**

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**1. Accounting Policies**

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(a) Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

**(b) Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**(c) Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised, net of any Value Added Tax when entitlement has occurred.

Investment income is recognised in the accounts when the amount can be measured reliably and the Charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

**(d) Expenditure recognition**

Expenditure is accounted for net of applicable Value Added Tax on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure include all resources applied by the Charity in undertaking its charitable objectives as opposed to support costs.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2023**

**1. Accounting Policies (continued)**

**(d) Expenditure recognition (continued)**

Support costs are those that assist the work of the Charity but do not directly represent charitable activities and include office costs and governance costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Irrecoverable Value Added Tax is charged as an expense against the activity for which expenditure arose.

**(e) Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**(f) Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows.

Computer equipment	3 years	straight line
Office equipment	5 years	straight line
Furniture	3 years	straight line
Leasehold property improvements	5 years	straight line

**(g) Heritage assets**

It is the policy of the Trust not to capitalise heritage assets belonging to the Trust, where a reliable estimate cannot be made of the asset's fair value or the information on cost or value is not available and which cannot be obtained at a cost which is commensurate with the benefits to the users of the financial statements. These are in effect inalienable, held in perpetuity, and are mostly irreplaceable. Any financially based valuation would be misleading to the value and significance of the material culture involved. The Trust has a clear duty of care for these assets and to make them available for the enjoyment and education of the public as far as is possible, commensurate with their long-term care and preservation. The highest possible standards of collection management are applied, and the events are made available as widely as possible to facilitate all enquiries and requests for information, subject to appropriate security and data protection guidelines.

The Trust does not currently own the property which is owned by Lincolnshire County Council. The Trust had a three year rent free period which was extended by two years, i.e. 2025.

**(h) Going Concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, which is sufficient with the level of reserves of the Charity to be able to continue as a going concern.

**2. Grants receivable**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Architectural Heritage Fund	30,000	-
Heritage Lottery Fund	42,265	-
South Kesteven District Council	1,500	-
Localgiving Ltd	-	500
Lincolnshire County Council	-	1,000
	<u>73,765</u>	<u>1,500</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2023

**3. Charitable activities - income**

	2023			2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Event Ticket Sales	9,676	-	9,676	11,874
Bar sales	8,639	-	8,639	10,474
Hall Hire income	200	-	200	500
Art / Merchandise commission	144	-	144	79
Merchandise sales	42	-	42	447
	<u>18,701</u>	<u>-</u>	<u>18,701</u>	<u>23,374</u>

**4. Charitable activities - expenditure**

	2023			2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Bar stock	3,797	-	3,797	4,467
Entertainment and workshops	4,040	1,389	5,429	6,068
Artwork and merchandise costs	-	-	-	534
Ticketing costs and fees	-	-	-	818
Licences and subscriptions	207	-	207	429
Rent and rates	269	-	269	306
Cleaning costs and waste disposal	59	-	59	82
Telephone and communications	393	-	393	391
Computer running costs	329	-	329	183
Repairs and maintenance	145	-	145	1,050
Printing, postage and stationary	247	-	247	249
Small equipment	294	-	294	274
Training costs	554	-	554	144
Light and heat	2,751	276	3,027	2,862
Legal and professional fees	399	-	399	4,805
Insurance	323	-	323	444
Sundry expenses	126	-	126	87
Depreciation	6,812	-	6,812	8,994
Loss on disposal of tangible fixed assets	83	-	83	-
	<u>20,828</u>	<u>1,665</u>	<u>22,493</u>	<u>32,187</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2023**

**5. Fixed assets**

	Leasehold property improvements £	Computer equipment £	Furniture, fixtures and equipment £	Total £
<b>Cost</b>				
Brought forward	15,670	2,731	26,273	44,674
Additions	(2,612)	(160)	(3,964)	(6,736)
Disposals	-	-	(160)	(160)
Carried forward	<u>13,058</u>	<u>2,571</u>	<u>22,149</u>	<u>37,778</u>
<b>Depreciation</b>				
Brought forward	9,690	2,387	9,820	21,897
Charge	2,228	(1)	4,585	6,812
Eliminated on disposal	-	-	(27)	(27)
Carried forward	<u>11,918</u>	<u>2,386</u>	<u>14,378</u>	<u>28,682</u>
<b>Net book value</b>				
At 31 December 2023	<u>1,140</u>	<u>185</u>	<u>7,771</u>	<u>9,096</u>
At 31 December 2022	<u>5,980</u>	<u>344</u>	<u>16,453</u>	<u>22,777</u>

The charity registered for Value Added Taxation from 1 January 2023. As a result, from that date, the charity was able to reclaim VAT which it had been unable to claim previously on its tangible fixed assets. Additions have been reduced by this VAT now claimed.

**6. Heritage assets**

	Development of property £	Heritage	Total £
<b>Cost</b>			
Additions	50,778		50,778
Carried forward	<u>50,778</u>		<u>50,778</u>
<b>Net book value</b>			
At 31 December 2023	<u>50,778</u>		<u>50,778</u>
At 31 December 2022	<u>-</u>		<u>-</u>

The Heritage assets is currently owned by Lincolnshire County Council and leased to Bourne Town hall Trust.

**7. Trustees Remuneration, Expenses and Control**

There were no remuneration or expenses paid to the Trustees during the period. The Charity is controlled by the Trustees as a body. No individual Trustee has control over the Charity.

**8. Related Party Transactions**

There are no related party transactions during the period.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

for the year ended 31 December 2023

**9. Restricted funds**

	At 1/1/23 £	Income £	Outgoing £	Transfers £	At 31/12/23 £
Restoration project	3,678	72,265	-	-	75,943
Heritage day	-	1,500	(1,520)	20	-
Utilities fund	265	-	(276)	11	-
Restricted funds	<u>3,943</u>	<u>73,765</u>	<u>(1,796)</u>	<u>31</u>	<u>75,943</u>
Unrestricted funds	<u>34,616</u>	<u>21,431</u>	<u>(22,804)</u>	<u>(31)</u>	<u>33,212</u>
	<u><u>38,559</u></u>	<u><u>95,196</u></u>	<u><u>(24,600)</u></u>	<u><u>-</u></u>	<u><u>109,155</u></u>

**Transfers**

When restricted funds have been used for the purpose for which they were granted to create an asset and the restriction no longer applies then the funds are transferred into unrestricted or endowment funds depending upon the stated requirements or purpose of the asset where applicable.

It is a common occurrence that the funds are used for the specific purpose but the donated funds will frequently be less than the total cost at they time the cost is incurred. In these cases unrestricted funds are used to cover the deficit.

These funds are represented by:

	Fixed assets £	Current assets £	Current liabilities £	Total £
Restoration project	50,778	26,165	(1,000)	75,943
Heritage day	-	40	(40)	-
Restricted funds	<u>50,778</u>	<u>26,205</u>	<u>(1,040)</u>	<u>75,943</u>
Unrestricted funds	<u>9,096</u>	<u>55,605</u>	<u>(31,489)</u>	<u>33,212</u>
	<u><u>59,874</u></u>	<u><u>81,810</u></u>	<u><u>(32,529)</u></u>	<u><u>109,155</u></u>

These funds in the comparative year were represented by:

<b>2022</b>	Fixed assets £	Current assets £	Current liabilities £	Total £
Restoration project	-	3,678	-	3,678
Jazz Workshop	-	454	(454)	-
Utilities fund	-	265	-	265
Restricted funds	<u>-</u>	<u>4,397</u>	<u>(454)</u>	<u>3,943</u>
Unrestricted funds	<u>22,777</u>	<u>13,311</u>	<u>(1,472)</u>	<u>34,616</u>
	<u><u>22,777</u></u>	<u><u>17,708</u></u>	<u><u>(1,926)</u></u>	<u><u>38,559</u></u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2023**

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**10. Restricted funds - Fund descriptions**

**Restoration project**

The Restoration project relates to all the funds received by the charity for the purpose of the restoration of the Bourne Town Hall and bring it back into public use as a pivotable part of the local community.

**Jazz Workshop**

The Jazz Workshop fund relates to a grant received from Invest SK Limited for the provision of a Jazz band and music workshop, unfortunately this was postponed due to the COVID-19 lockdown restrictions. This was run during the year ended 31 December 2022.

**Heritage day**

The Heritage day fund relates to funds received by the charity for the purpose of providing free workshops during the National Heritage Open Day event. All funds were spent during the year and the excess has been covered by general funds.

**Utilities fund**

The Utilities Fund relates to a Localgiving Limited Grant which was awarded to assist in the meeting of utilities costs due to the increases being experienced and the wish to provide warmth and comfort.

**10. Financial Commitment**

The charity has a rent free agreement with Lincolnshire County Council for a period of three years with a option to extend to five years. Due to the historic nature and condition of the building it has not been possible to estimate a market rent and as such the gift in kind has not been included in the Statement of Financial Activities.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2023

**11. Comparatives****STATEMENT OF FINANCIAL ACTIVITIES****INCOME AND ENDOWMENTS FROM:**

<b>Charitable donations</b>	1,761	-	1,761
<b>Grant income</b>	1,000	500	1,500
<b>Fund-raising</b>	1,810	-	1,810
<b>Charitable activities</b>	23,374	-	23,374
<b>Investment income</b>	13	-	13
<b>TOTAL INCOME</b>	27,958	500	28,458

**EXPENDITURE ON:**

<b>Raising funds</b>			
Event costs	3	-	3
<b>Charitable activities</b>			
Bar stock	4,457	10	4,467
Entertainment	4,830	1,238	6,068
Artwork and merchandise costs	534	-	534
Ticketing costs and fees	818	-	818
Licences and subscriptions	429	-	429
Rent and rates	306	-	306
Cleaning costs and waste disposal	82	-	82
Telephone and communications	391	-	391
Computer running costs	183	-	183
Repairs and maintenance	1,050	-	1,050
Printing, postage and stationary	249	-	249
Small equipment	229	45	274
Training costs	144	-	144
Light and heat	2,627	235	2,862
Legal and professional fees	35	4,770	4,805
Insurance	444	-	444
Sundry expenses	87	-	87
Depreciation	8,994	-	8,994
<b>Support costs</b>			
Subscriptions	244	-	244
Bank charges	302	-	302
Legal and professional fees	576	-	576
Accountancy fees	412	-	412
Independent examination	400	-	400
<b>TOTAL EXPENDITURE</b>	27,826	6,298	34,124
<b>NET INCOME / (EXPENDITURE)</b>	132	(5,798)	(5,666)

**BOURNE TOWN HALL TRUST**

England & Wales - Charity number 1176315

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# Accounts

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**BOURNE TOWN HALL TRUST**  
**CHARITY COMMISSION REGISTERED NO. 1176315**

**FINANCIAL STATEMENTS**

**for the year ended**

**31 December 2022**

**BOURNE TOWN HALL TRUST**  
**Charity Information**  
**for the year ended 31 December 2022**

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**Charity number**

1176315

**Trustees**

Mr Charles John Houseago  
Mrs Hilary Elizabeth Bloomer  
Mrs Nicola Ann Ferguson  
Mrs Katrina Lloyd  
Mrs Ranna Patel  
Mrs Jane Gabbutt - Appointed February 2022  
Mr Kevin Leslie Fisher - Retired February 2022

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

K.J. Maggs B.A, F.C.A.  
Hoekman Way  
Spalding  
Lincs  
PE11 3HE

**Registered Office**

Bourne Town Hall  
North Street  
Bourne  
PE10 9EA

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2022**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2022.

The charity's principle address is The Old Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA.

**Structure, governance and management**

**Governing document**

The charity is constituted by the Charity Commission and was registered in England and Wales on 15 December 2017 with charity number 1176315. The charity is governed by its Foundation CIO constitution, which was adopted on 11 September 2017.

The charity is also known as Bourne Sessions House, Bourne Town Hall Restoration Project, and The Old Town Hall, Bourne.

**Objectives and Activities**

Bourne Town Hall Trust CIO's objects are to provide facilities, in the interest of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre).

The trusts activities include the following:

1. Management to the Old Town Hall on behalf of the Town.
2. Applications for, and the management of, grants supporting the planned restoration and conversion of the building as a community Arts centre.
3. Organisation of events and fundraising.
4. Recruitment and management of volunteers to support the charity goals.
5. Coordination with all stakeholders.

**Trustees**

The trustees who are also the members and served the charity during the period are detailed on Page 1.

New trustees are appointed by the current trustees from people over 16 who have shown a keen interest in the work of the charity and have abilities required on the governing body, apart from the first charity trustees, every trustee must be appointed for a term of three years. At least one of the trustees must be 18 years of age or over. Training is provided to keep trustees up to date with new legislation etc. on a regular basis.

All new trustees are provided with a copy of the constitution and the latest Trustees Annual Report and statement of accounts. Trustees are removed from the board if they resign, have been absent from three consecutive meetings without due reason or voted off by a majority of the trustees due to conduct prejudicial to the charity.

Unless due to legal reasons for removal, the board shall consist of at least four trustees, whilst the maximum number of trustees is seven trustees. The charity may not appoint any trustees if as a result the number of trustees would exceed the maximum.

**Financial Review**

The results for the charity for the financial year are detailed on pages 6 to 13. These financial statements cover the early stages of the restoration project mainly establishing the viability, pathway forward and the commencement of raising the grant funding required for the project.

**Public Benefit**

The trustees declare that they have due regards to the guidance on public benefit issues by the Charity Commission, all trustees have been provided with the Charity Commission Guidance Notes on Public Benefit and it is the intention to review the guidance with respect to our activities at trustee meetings each January.

# **BOURNE TOWN HALL TRUST**

## **Annual Report**

### **for the year ended 31 December 2022**

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#### **Public Benefit continued...**

Bourne Town Hall was built on land donated by the Marquis of Exeter in 1821. The building provided for Petty and Quarter Sessions plus a covered market for the inhabitants of Bourne, Lincolnshire. Since this time the building had remained a central point of Bourne until the Magistrates Court ceased operations in 2008 and the local council relocated its offices in 2014. Since that time, it had remained unoccupied and it was not seen as a cost-effective use of Council funds especially during austerity.

The trustees and other volunteers consider the building to be an important part of the town and of the Bourne community. The support of the Bourne people and other entities will enable them to return the building to the local community and hopefully in perpetuity for the future.

The restoration project is expected to take a considerable time especially as the trustees wish to restore the fabric of the original Georgian building which has been hidden by modern additions. Once work is completed then we hope to have created an arts and entertainment centre for the whole community.

The building will have original features but will be flexible to match up to date expectations and requirements. It will not just be historic building it will be a practical and vibrant structure.

#### **Achievement and Performance**

During the year the trust held a wide variety of events for the local community, this included pop-up cinema, musical evenings, board game cafes, poetry evenings, artists open houses, historic talks, craft fairs and fund-raising events including a Wellbeing Fair as well as bi-monthly quiz nights. All events were well attended, with hugely positive feedback from the public, the volunteers and even the stallholders.

With the trust endeavouring to meet its goal of providing events for the whole community, we held our biggest event to date in July, a hugely successful family style Bourne ComicCon. This captured the imagination of people in the local area and the 200 advance tickets were sold out well in advance with a further 320 tickets sold on the day and even more people attending the free outside stage area. The outside of The Old Town Hall was transformed on the day to look like Gringotts Bank from Harry Potter with the side alley also becoming Diagon Alley. The carpark behind the hall was transformed into a Hogsmeade Village area including a stage that had bands playing live music, wand workshops, and even a belly dancing class by Princess Jasmine. As visitors stepped inside they time travelled into the world of Dr Who with the Tardis, a Dalek, K9 and special guest appearance from Simon Fisher-Becker who starred in both Dr Who and the Harry Potter film series. The event was supported by Bourne's very own Thor, Spider-man, Storm Tropper, Baymax, Belle and Princess Jasmine and was extremely well received by all.

The trust continued to support and promote local small businesses and artisans with the bi-annual Craft Fairs hosting 24 small stallholders, a Wellbeing Fair with 21 stallholders and 4 work-shops as well as the first Bourne Artists Open Houses which showcased 12 local artists in the main art exhibition at The Old Town Hall.

Links with the local schools were strengthened in the year, with several musical evening performances from one the local secondary schools and 1 of the local primary schools hosting their end of year musical performances being held in the hall as well as the trust organising Jazz Workshops (funded by a grant from InvestSK) for the 2 local secondary schools. A grant from The Len Pick Trust of £7951, secured in 2021 was utilised to purchase sound and lighting equipment for the upstairs courtroom to create a performance space upstairs. This performance space was then used for two of the schools performances as the area behind the stage being much bigger allowed an increase in the number of students able to take part as well as a 20% increase in the number of attendees.

The charity in partnership with Heritage Lincolnshire were delighted to have secured initial support from The National Lottery Heritage Fund for the overall heritage regeneration project titled 'The Old Town Hall: Arts in the Heart of Bourne'. The project aims to create a vibrant community hub open to all that celebrate the arts; serving and entertaining the people of Bourne, and visitors to the region.

Development funding of £316,344 was awarded by The National Lottery Heritage Fund to help Bourne Town Hall Trust progress our plans to sufficient detail to apply for a full capital phase National Lottery grant at a later date. The trust also received additional match funding of £30,000 support from the Architectural Heritage Fund.

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2022**

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**Achievement and Performance (continued)**

With this funding the charity will progress the plans to conserve and repurpose Bourne Town Hall, to ensure it has a viable and sustainable future use in the future. We will work with volunteers to develop a programme of research and activities. The pilot activities funded by the grants will assist Bourne town Hall Trust plan in detail the capital phase of the project.

**Risk management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The principal risk towards the Charity is a lack of funding and income to support it's stated aims. The trustees have considered this risk and believe that with careful management they will be able to continue to fulfil the objectives of the Charity.

**Going concern**

Current reserves and on-going donations are sufficient to support the Trust at this time.

**Property - Bourne Town Hall**

The freehold property known as Bourne Town Hall in North Street, Bourne is currently held in trust by Lincolnshire County Council. The property will become a functional asset of the charity providing sufficient funds are secured to complete the renovation works.

The charity had a three year rent free period which was extended by two years to enable initial works to be carried out and funds to be arranged.

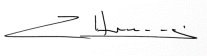
**Reserves**

It is the long term policy of the charity to aim to build sufficient reserves to meet 12 months base running costs of the building.

The charity trustees are in the process of raising funds for the restoration work of the whole building. This is expected to cost in the region of £2.2m and take three to four years to complete.

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations. The carried forward unrestricted reserves as at 31 December 2022 are £34,616, and the carried forward restricted reserves as at 31 December 2022 are £3,943.

For and on behalf of the board of trustees:

DocuSigned by:  
  
02049G0FA79842B.....

**Mr C Houseago**  
Chair of Trustees

20-09-23  
Date: .....**2023**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE  
BOURNE TOWN HALL TRUST**

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I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2022, which are set out on pages 6 to 13.

**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 charity's accounts carried out under section 145 of the 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.

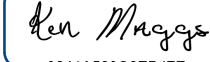
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

21-09-23  
Dated: ..... 2023

DocuSigned by:  
  
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**K.J. Maggs** B.A., F.C.A.  
MOORE THOMPSON  
Chartered Accountants  
Spalding

**BOURNE TOWN HALL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2022

		2022			2021
	Note	Unrestricted £	Restricted £	Total £	Total £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Charitable donations		1,761	-	1,761	1,357
Grant income	2	1,000	500	1,500	27,948
Fund-raising		1,810	-	1,810	1,292
Charitable activities	3	23,374	-	23,374	14,220
Investment income		-			
Bank interest		13		13	-
<b>TOTAL INCOME</b>		<b>27,958</b>	<b>500</b>	<b>28,458</b>	<b>44,817</b>
<b>EXPENDITURE ON:</b>					
<b>Raising funds</b>					
Event costs		3	-	3	294
<b>Charitable activities</b>	4	<b>25,889</b>	<b>6,298</b>	<b>32,187</b>	<b>21,153</b>
<b>Support costs</b>					
Subscriptions		244	-	244	297
Bank and card charges		302	-	302	236
Accountancy fees		412	-	412	498
Independent examination		400	-	400	498
		1,934	-	1,934	1,529
<b>TOTAL EXPENDITURE</b>		<b>27,826</b>	<b>6,298</b>	<b>34,124</b>	<b>22,976</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>132</b>	<b>(5,798)</b>	<b>(5,666)</b>	<b>21,841</b>
Transfers between funds	8	6,752	(6,752)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>6,884</b>	<b>(12,550)</b>	<b>(5,666)</b>	<b>21,841</b>
<b>Reconciliation of funds:</b>					
Brought forward		27,732	16,493	44,225	22,384
<b>Carried forward</b>		<b>34,616</b>	<b>3,943</b>	<b>38,559</b>	<b>44,225</b>

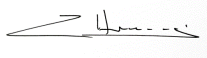
*The notes on pages 8 to 13 form part of these accounts*

**BOURNE TOWN HALL TRUST****BALANCE SHEET****At 31 December 2022**


	Note	2022		2021	
		£	£	£	£
<b>FIXED ASSETS</b>					
Fixtures, fittings and equipment	5		22,777		21,180
<b>CURRENT ASSETS</b>					
<b>Stock</b>		824		710	
<b>Debtors</b>					
Trade debtors		-		100	
Other debtors		150		150	
Prepayments		450		-	
		600		250	
<b>Bank and cash in hand</b>					
CAF Bank		16,154		26,339	
Cash in hand		130		252	
		16,284		26,591	
<b>Current Assets</b>		17,708		27,551	
<b>CREDITORS: Amounts falling due within one year</b>					
Trade creditors		456		2,329	
Accruals		1,470		2,177	
		1,926		4,506	
<b>NET CURRENT ASSETS</b>			15,782		23,045
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>38,559</b>		<b>44,225</b>
<b>CHARITY FUNDS</b>					
Restricted funds	8		3,943		16,493
Unrestricted funds			34,616		27,732
			<b>38,559</b>		<b>44,225</b>

20-09-23

The financial statements on pages 6 to 13 were approved by the Trustees on ..... **2023**  
and signed on their behalf by:

DocuSigned by:  
  
 92049C0FA79842B.....

**Mr C Houseago**  
Chair of Trustees

DocuSigned by:  
  
 72B523914409467.....

**Mrs K Lloyd**  
Treasurer

*The notes on pages 8 to 13 form part of these accounts*

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 December 2022**

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**1. Accounting Policies**

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(a) Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

**(b) Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**(c) Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is recognised in the accounts when the amount can be measured reliably and the Charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

**(d) Expenditure recognition**

Expenditure is accounted for gross on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure include all resources applied by the Charity in undertaking its charitable objectives as opposed to support costs.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2022**

**1. Accounting Policies (continued)**

**(d) Expenditure recognition (continued)**

Support costs are those that assist the work of the Charity but do not directly represent charitable activities and include office costs and governance costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

**(e) Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**(f) Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows.

Computer equipment	3 years	straight line
Office equipment	5 years	straight line
Furniture	3 years	straight line
Leasehold property improvements	5 years	straight line

**(g) Going Concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, which is sufficient with the level of reserves of the Charity to be able to continue as a going concern.

**2. Grants receivable**

	2022	2021
	£	£
Bourne Town Council	-	1,500
InvestSK Limited	-	10,248
Localgiving Ltd	500	500
Lincolnshire County Council	1,000	1,200
Len Pick Trust	-	13,500
South Kesteven District Council	-	1,000
	<u>1,500</u>	<u>27,948</u>

**3. Charitable activities - income**

	2022			2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Event Ticket Sales	11,874	-	11,874	6,851
Bar sales	10,474	-	10,474	7,013
Hall Hire income	500	-	500	300
Art / Merchandise commission	79	-	79	56
Merchandise sales	447	-	447	-
	<u>23,374</u>	<u>-</u>	<u>23,374</u>	<u>14,220</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2022**

**4. Charitable activities - expenditure**

	<b>2022</b>			2021
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	Total
	£	£	£	£
Bar stock	4,457	10	4,467	3,173
Entertainment	4,830	1,238	6,068	3,674
Artwork and merchandise costs	534	-	534	-
Ticketing costs and fees	818	-	818	323
Licences and subscriptions	429	-	429	639
Rent and rates	306	-	306	155
Cleaning costs and waste disposal	82	-	82	-
Telephone and communications	391	-	391	310
Computer running costs	183	-	183	117
Repairs and maintenance	1,050	-	1,050	845
Printing, postage and stationary	249	-	249	194
Small equipment	229	45	274	432
Training costs	144	-	144	102
Light and heat	2,627	235	2,862	2,151
Legal and professional fees	35	4,770	4,805	2,075
Insurance	444	-	444	443
Sundry expenses	87	-	87	127
Depreciation	8,994	-	8,994	6,393
	<u>25,889</u>	<u>6,298</u>	<u>32,187</u>	<u>21,153</u>

**5. Fixed assets**

	<b>Leasehold</b>	<b>Computer</b>	<b>Furniture,</b>	<b>Total</b>
	<b>property</b>		<b>fixtures and</b>	
	<b>improvements</b>	<b>equipment</b>	<b>equipment</b>	<b>Total</b>
	£	£	£	£
<b>Cost</b>				
Brought forward	15,670	2,606	15,807	34,083
Additions	-	125	10,466	10,591
Carried forward	<u>15,670</u>	<u>2,731</u>	<u>26,273</u>	<u>44,674</u>
<b>Depreciation</b>				
Brought forward	6,556	2,088	4,259	12,903
Charge	3,134	299	5,561	8,994
Carried forward	<u>9,690</u>	<u>2,387</u>	<u>9,820</u>	<u>21,897</u>
<b>Net book value</b>				
At 31 December 2022	<u>5,980</u>	<u>344</u>	<u>16,453</u>	<u>22,777</u>
At 31 December 2021	<u>9,114</u>	<u>518</u>	<u>11,548</u>	<u>21,180</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2022**

**6. Trustees Remuneration, Expenses and Control**

There were no remuneration or expenses paid to the Trustees during the period. The Charity is controlled by the Trustees as a body. No individual Trustee has control over the Charity.

**7. Related Party Transactions**

There are no related party transactions during the period.

**8. Restricted funds**

	At 1/1/22 £	Income £	Outgoing £	Transfers £	At 31/12/22 £
Jazz Workshop	1,000	-	(1,248)	248	-
Sound and Lighting Equipment	7,045	-	(45)	(7,000)	-
Heritage Lottery Bid	8,448	-	(4,770)	-	3,678
Utilities fund	-	500	(235)	-	265
Restricted funds	<u>16,493</u>	<u>500</u>	<u>(6,298)</u>	<u>(6,752)</u>	<u>3,943</u>
Unrestricted funds	<u>27,732</u>	<u>27,958</u>	<u>(27,826)</u>	<u>6,752</u>	<u>34,616</u>
	<u><u>44,225</u></u>	<u><u>28,458</u></u>	<u><u>(34,124)</u></u>	<u><u>-</u></u>	<u><u>38,559</u></u>

**Transfers**

When restricted funds have been used for the purpose for which they were granted to create an asset and the restriction no longer applies then the funds are transferred into unrestricted or endowment funds depending upon the stated requirements or purpose of the asset where applicable.

It is a common occurrence that the funds are used for the specific purpose but the donated funds will frequently be less than the total cost at the time the cost is incurred. In these cases unrestricted funds are used to cover the deficit.

These funds are represented by:

	Fixed assets £	Current assets £	Current liabilities £	Total £
Jazz Workshop	-	454	(454)	-
Heritage Lottery Bid	-	3,678	-	3,678
Utilities fund	-	265	-	265
Restricted funds	<u>-</u>	<u>4,397</u>	<u>(454)</u>	<u>3,943</u>
Unrestricted funds	<u>22,777</u>	<u>13,311</u>	<u>(1,472)</u>	<u>34,616</u>
	<u><u>22,777</u></u>	<u><u>17,708</u></u>	<u><u>(1,926)</u></u>	<u><u>38,559</u></u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2022**

**8. Restricted funds (continued)**

These funds in the comparative year were represented by:

<b>2021</b>	<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Total £</b>
Jazz Workshop	-	1,000	-	1,000
Sound and Lighting Equipment	-	7,045	-	7,045
Heritage Lottery Bid	-	10,248	(1,800)	8,448
Restricted funds	-	18,293	(1,800)	16,493
Unrestricted funds	21,180	9,258	(2,706)	27,732
	<u>21,180</u>	<u>27,551</u>	<u>(4,506)</u>	<u>44,225</u>

**Jazz Workshop**

The Jazz Workshop fund relates to a grant received from Invest SK Limited for the provision of a Jazz band and music workshop, unfortunately this was postponed due to the COVID-19 lockdown restrictions. This was run during the year ended 31 December 2022.

**Sound and Lighting Equipment**

Sound and lighting equipment fund relates to monies received for the purpose of providing the sound and lighting equipment for the Shambles bar and for the Courtroom in order to create a performance space.

**Heritage Lottery Bid**

The Heritage Lottery bid fund relates to funds received from the Heritage Lottery in order to assist with the restoration of the Bourne Town Hall and bring it back into public use as a pivotable part of the local community.

**Utilities fund**

The Utilities Fund relates to a Localgiving Limited Grant which was awarded to assist in the meeting of utilities costs due to the increases being experienced and the wish to provide warmth and comfort.

**9. Financial Commitment**

The charity has a rent free agreement with Lincolnshire County Council for a period of three years with a option to extend to five years. Due to the historic nature and condition of the building it has not been possible to estimate a market rent and as such the gift in kind has not been included in the Statement of Financial Activities.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2022**

**10. Comparatives****STATEMENT OF FINANCIAL ACTIVITIES****INCOME AND ENDOWMENTS FROM:**

<b>Charitable donations</b>	1,357	-	1,357
<b>Grant income</b>	3,500	24,448	27,948
<b>Fund-raising</b>	1,292	-	1,292
<b>Charitable activities</b>	14,220	-	14,220
<b>TOTAL INCOME</b>	<u>20,369</u>	<u>24,448</u>	<u>44,817</u>

**EXPENDITURE ON:**

<b>Raising funds</b>			
Event costs	294	-	294
<b>Charitable activities</b>			
Bar stock	3,100	73	3,173
Entertainment	3,674	-	3,674
Ticketing costs and fees	323	-	323
Licences and subscriptions	639	-	639
Cleaning costs and waste disposal		-	-
Telephone and communications	310	-	310
Computer running costs	117	-	117
Repairs and maintenance	845	-	845
Printing, postage and stationary	194	-	194
Small equipment	285	147	432
Training costs	102	-	102
Light and heat	2,151	-	2,151
Legal and professional fees	275	1,800	2,075
Insurance	443	-	443
Utilities	155	-	155
Sundry expenses	127	-	127
Depreciation	6,393	-	6,393
<b>Support costs</b>			
Subscriptions	297	-	297
Bank charges	236	-	236
Accountancy fees	498	-	498
Independent examination	498	-	498
<b>TOTAL EXPENDITURE</b>	<u>20,956</u>	<u>2,020</u>	<u>22,976</u>
<b>NET (EXPENDITURE) / INCOME</b>	<u>(587)</u>	<u>22,428</u>	<u>21,841</u>

**BOURNE TOWN HALL TRUST**

England & Wales - Charity number 1176315

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# Accounts

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**BOURNE TOWN HALL TRUST**  
**CHARITY COMMISSION REGISTERED NO. 1176315**

**FINANCIAL STATEMENTS**

**for the year ended**

**31 December 2021**

**BOURNE TOWN HALL TRUST**  
**Charity Information**  
**for the year ended 31 December 2021**

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**Charity number**

1176315

**Trustees**

Mr Charles John Houseago  
Mr Kevin Leslie Fisher - Retired February 2022  
Mrs Hilary Elizabeth Bloomer  
Mrs Nicola Ann Ferguson  
Mrs Katrina Lloyd  
Mrs Ranna Patel  
Mrs Jane Gabbutt - Appointed February 2022

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

K.J. Maggs B.A, F.C.A.  
Moore Thompson  
Bank House  
Broad Street  
Spalding  
Lincs  
PE11 1TB

**Registered Office**

Bourne Town Hall  
North Street  
Bourne  
PE10 9EA

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2021**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2021.

The charity's principle address is The Old Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA.

**Structure, governance and management**

**Governing document**

The charity is constituted by the Charity Commission and was registered in England and Wales on 15 December 2017 with charity number 1176315. The charity is governed by its Foundation CIO constitution, which was adopted on 11 September 2017.

The charity is also known as Bourne Sessions House, Bourne Town Hall Restoration Project, and The Old Town Hall, Bourne.

**Objectives and Activities**

Bourne Town Hall Trust CIO's objects are to provide facilities, in the interest of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre).

The trusts activities include the following:

1. Management to the Old Town Hall on behalf of the Town.
2. Applications for, and the management of, grants supporting the planned restoration and conversion of the building as a community Arts centre.
3. Organisation of events and fundraising.
4. Recruitment and management of volunteers to support the charity goals.
5. Coordination with all stakeholders.

**Trustees**

The trustees who are also the members and served the charity during the period are detailed on Page 1.

New trustees are appointed by the current trustees from people over 16 who have shown a keen interest in the work of the charity and have abilities required on the governing body, apart from the first charity trustees, every trustee must be appointed for a term of three years. At least one of the trustees must be 18 years of age or over. Training is provided to keep trustees up to date with new legislation etc. on a regular

All new trustees are provided with a copy of the constitution and the latest Trustees Annual Report and statement of accounts. Trustees are removed from the board if they resign, have been absent from three consecutive meetings without due reason or voted off by a majority of the trustees due to conduct prejudicial to the charity.

Unless due to legal reasons for removal, the board shall consist of at least four trustees, whilst the maximum number of trustees is seven trustees. The charity may not appoint any trustees if as a result the number of trustees would exceed the maximum.

**Financial Review**

The results for the charity for the financial year are detailed on pages 6 to 13. These financial statements cover the early stages of the restoration project mainly establishing the viability and pathway forward.

**Public Benefit**

The trustees declare that they have due regards to the guidance on public benefit issues by the charity commission, all trustees have been provided with the Charity Commission Guidance Notes on Public Benefit and it is the intention to review the guidance with respect to our activities at trustee meetings each January.

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2021**

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**Public Benefit continued...**

Bourne Town Hall was built on land donated by the Marquis of Exeter in 1821. The building provided for Petty and Quarter Sessions plus a covered market for the inhabitants of Bourne, Lincolnshire. Since this time the building had remained a central point of Bourne until the Magistrates Court ceased operations in 2008 and the local council relocated its offices in 2014. Since that time, it had remained unoccupied and it was not seen as a cost-effective use of Council funds especially during austerity.

The trustees and other volunteers consider the building to be an important part of the town and of the Bourne community. The support of the Bourne people and other entities will enable them to return the building to the local community and hopefully in perpetuity for the future.

The restoration project is expected to take a considerable time especially as the trustees wish to restore the fabric of the original Georgian building which has been hidden by modern additions. Once work is completed then we hope to have created an arts and entertainment centre for the whole community.

The building will have original features but will be flexible to match up to date expectations and requirements. It will not just be historic building it will be a practical and vibrant structure.

**Achievement and Performance**

In October the trust held a hugely successful 200th birthday celebration with 10 days of events with a mix of ticketed and free events enabling all within our local community, whatever their means, to take part in the celebrations. These included local history talks, an art exhibition, a craft market, story time with a local author, board game cafes as well as music, theatre, and comedy evenings.

All events were extremely well attended, with hugely positive feedback from the public, the volunteers and even the stallholders, especially as the relaxing of COVID 19 regulations meant these were some of the first of these types of events people were attending since the restrictions were introduced.

During the period the Trust secured grant funding from various sources including the Len Pick Trust and Invest SK.

Two grants received in the year from Len Pick Trust. £5,549 for sound and lighting equipment for the downstairs Shambles bar and a second of £7,951 given close to year end will be utilised in the next financial year to for sound and lighting equipment for the upstairs courtroom to create a performance space upstairs.

Localgiving Ltd granted the charity an award in order to assist in the purchase of new tables and chairs for the Shambles bar when it was able to reopen following the COVID-19 restrictions enabling a cabaret style seating to be created in order to facilitate the social distancing guidelines in place at the time.

The InvestSK grant was awarded to enable the appointment of experienced consultants to assist in writing a bid for the Heritage Lottery Fund development phase of the overall regeneration project.

The Local, District and County Council have all provided funding to enable the core funding to be established and drive the whole project forward. This goes a long way to demonstrating the importance of the project for the Community of Bourne and the County as a whole.

**Risk management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The principal risk towards the Charity is a lack of funding and income to support it's stated aims. The trustees have considered this risk and believe that with careful management they will be able to continue to fulfil the objectives of the Charity.

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2021**

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**Going concern and the Covid-19 Pandemic**

Due to the Covid-19 restrictions, all public events at the Town Hall were suspended for much of the year. The Trustees took the opportunity to make preparations in order to reopen when restrictions were relaxed in July 2021. Current reserves and on-going donations are sufficient to support the Trust at this time.

**Property - Bourne Town Hall**

The freehold property known as Bourne Town Hall in North Street, Bourne is currently held in trust by Lincolnshire County Council. The property will become a functional asset of the charity providing sufficient funds are secured to complete the renovation works.

The charity had a three year rent free period which was extended by two years to enable initial works to be carried out and funds to be arranged.

**Reserves**

It is the long term policy of the charity to aim to build sufficient reserves to meet 12 months base running costs of the building.

The charity trustees are in the process of raising funds for the restoration work of the whole building. This is expected to cost in the region of £2.2m and take three to four years to complete.

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations. The carried forward unrestricted reserves as at 31 December 2021 are £27,732, and the carried forward restricted reserves as at 31 December 2021 are £16,493.

For and on behalf of the board of trustees:

.....  
Mr C Houseago  
Chair of Trustees

Date: .....

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE  
BOURNE TOWN HALL TRUST**

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I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2021, which are set out on pages 6 to 13.

**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 charity's accounts carried out under section 145 of the 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Dated: .....

.....  
**K.J. Maggs** B.A., F.C.A.  
MOORE THOMPSON  
Chartered Accountants  
Spalding

**BOURNE TOWN HALL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2021

	Note	2021 Unrestricted £	2021 Restricted £	Total £	2020 Total £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Charitable donations		1,357	-	1,357	2,828
Grant income	2	2,500	24,448	26,948	5,000
Fund-raising		1,292	-	1,292	104
Charitable activities	3	15,220	-	15,220	5,220
<b>TOTAL INCOME</b>		<b>20,369</b>	<b>24,448</b>	<b>44,817</b>	<b>13,152</b>
<b>EXPENDITURE ON:</b>					
<b>Raising funds</b>					
Event costs		294	-	294	-
<b>Charitable activities</b>	4	<b>19,133</b>	<b>2,020</b>	<b>21,153</b>	<b>12,660</b>
<b>Support costs</b>					
Subscriptions		297	-	297	292
Bank and card charges		236	-	236	73
Accountancy fees		498	-	498	480
Independent examination		498	-	498	480
		1,529	-	1,529	1,325
<b>TOTAL EXPENDITURE</b>		<b>20,956</b>	<b>2,020</b>	<b>22,976</b>	<b>13,985</b>
<b>NET (EXPENDITURE) / INCOME</b>		<b>(587)</b>	<b>22,428</b>	<b>21,841</b>	<b>(833)</b>
Transfers between funds	8	8,935	(8,935)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>8,348</b>	<b>13,493</b>	<b>21,841</b>	<b>(833)</b>
<b>Reconciliation of funds:</b>					
Brought forward		19,384	3,000	22,384	23,217
<b>Carried forward</b>		<b>27,732</b>	<b>16,493</b>	<b>44,225</b>	<b>22,384</b>

*The notes on pages 8 to 13 form part of these accounts*

**BOURNE TOWN HALL TRUST**

**BALANCE SHEET**

At 31 December 2021

	Note	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Fixtures, fittings and equipment	5		21,180		14,960
<b>CURRENT ASSETS</b>					
<b>Stock</b>		710		205	
<b>Debtors</b>					
Trade debtors		100		1,000	
Other debtors		150		294	
Prepayments		-		36	
		250		1,330	
<b>Bank and cash in hand</b>					
CAF Bank		26,339		7,796	
Cash in hand		252		250	
		26,591		8,046	
<b>Current Assets</b>		27,551		9,581	
<b>CREDITORS: Amounts falling due within one year</b>					
Trade creditors		2,329		1,197	
Accruals		2,177		960	
		4,506		2,157	
<b>NET CURRENT ASSETS</b>			23,045		7,424
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>44,225</b>		<b>22,384</b>
<b>CHARITY FUNDS</b>					
Restricted funds	8		16,493		3,000
Unrestricted funds			27,732		19,384
			<b>44,225</b>		<b>22,384</b>

The financial statements on pages 6 to 13 were approved by the Trustees on .....  
and signed on their behalf by:

.....  
Mr C Houseago  
Chair of Trustees

.....  
Mrs K Lloyd  
Treasurer

*The notes on pages 8 to 13 form part of these accounts*

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 December 2021**

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**1. Accounting Policies**

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(a) Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

**(b) Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**(c) Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is recognised in the accounts when the amount can be measured reliably and the Charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

**(d) Expenditure recognition**

Expenditure is accounted for gross on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure include all resources applied by the Charity in undertaking its charitable objectives as opposed to support costs.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2021**

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**1. Accounting Policies (continued)**

**(d) Expenditure recognition (continued)**

Support costs are those that assist the work of the Charity but do not directly represent charitable activities and include office costs and governance costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

**(e) Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**(f) Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as

Computer equipment	3 years	straight line
Office equipment	5 years	straight line
Furniture	3 years	straight line
Leasehold property improvements	5 years	straight line

**(g) Going Concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, which is sufficient with the level of reserves of the Charity to be able to continue as a

**2. Grants receivable**

	<b>2021</b>	2020
	<b>£</b>	£
Bourne Town Council	1,500	-
InvestSK Limited	10,248	1,000
Localgiving Ltd	500	-
Lincolnshire County Council	200	-
Len Pick Trust	13,500	4,000
South Kesteven District Council	1,000	-
	<u>26,948</u>	<u>5,000</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2021

**3. Charitable activities - income**

	<b>2021</b>			2020
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	Total
	£	£	£	£
Event Ticket Sales	6,851	-	6,851	3,048
Bar sales	7,013	-	7,013	1,172
Hall Hire income	300	-	300	-
Art / Merchandise income	56	-	56	-
Grants towards utilities	1,000	-	1,000	1,000
	<u>15,220</u>	<u>-</u>	<u>15,220</u>	<u>5,220</u>

**4. Charitable activities - expenditure**

	<b>2021</b>			2020
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	Total
	£	£	£	£
Bar stock	3,100	73	3,173	852
Entertainment	3,674	-	3,674	2,411
Ticketing costs and fees	323	-	323	144
Licences and subscriptions	639	-	639	70
Telephone and communications	310	-	310	274
Computer running costs	117	-	117	120
Repairs and maintenance	845	-	845	911
Printing, postage and stationary	194	-	194	19
Small equipment	285	147	432	144
Training costs	102	-	102	-
Light and heat	2,151	-	2,151	2,872
Legal and professional fees	275	1,800	2,075	-
Insurance	443	-	443	331
Utilities	155	-	155	218
Sundry expenses	127	-	127	53
Depreciation	6,393	-	6,393	4,241
	<u>19,133</u>	<u>2,020</u>	<u>21,153</u>	<u>12,660</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2021**

**5. Fixed assets**

	Leasehold property improvements £	Computer equipment £	Furniture, fixtures and equipment £	Total £
<b>Cost</b>				
Brought forward	13,595	2,248	5,627	21,470
Additions	2,075	358	10,180	12,613
Carried forward	<u>15,670</u>	<u>2,606</u>	<u>15,807</u>	<u>34,083</u>
<b>Depreciation</b>				
Brought forward	3,456	1,355	1,699	6,510
Charge	3,100	733	2,560	6,393
Carried forward	<u>6,556</u>	<u>2,088</u>	<u>4,259</u>	<u>12,903</u>
<b>Net book value</b>				
At 31 December 2021	<u>9,114</u>	<u>518</u>	<u>11,548</u>	<u>21,180</u>
At 31 December 2020	<u>10,139</u>	<u>893</u>	<u>3,928</u>	<u>14,960</u>

**6. Trustees Remuneration, Expenses and Control**

There were no remuneration or expenses paid to the Trustees during the period. The Charity is controlled by the Trustees as a body. No individual Trustee has control over the Charity.

**7. Related Party Transactions**

There are no related party transactions during the period.

**8. Restricted funds**

	At 1/1/21 £	Income £	Outgoing £	Transfers £	At 31/12/21 £
Shambles Flooring	2,000	-	-	(2,000)	-
Jazz Workshop	1,000	-	-	-	1,000
Sound and Lighting Equipment	-	13,500	-	(6,455)	7,045
COVID-19 Grants	-	200	(200)	-	-
Heritage Lottery Bid	-	10,248	(1,800)	-	8,448
Furniture fund	-	500	(20)	(480)	-
Restricted funds	<u>3,000</u>	<u>24,448</u>	<u>(2,020)</u>	<u>(8,935)</u>	<u>16,493</u>
Unrestricted funds	<u>19,384</u>	<u>20,369</u>	<u>(20,956)</u>	<u>8,935</u>	<u>27,732</u>
	<u>22,384</u>	<u>44,817</u>	<u>(22,976)</u>	<u>-</u>	<u>44,225</u>

**Transfers**

When restricted funds have been used for the purpose for which they were granted to create an asset and the restriction no longer applies then the funds are transferred into unrestricted or endowment funds depending upon the stated requirements or purpose of the asset where applicable.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2021

**8. Restricted funds (continued)**

These funds are represented by:

	<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Total £</b>
Jazz Workshop	-	1,000	-	1,000
Sound and Lighting Equipment	-	7,045	-	7,045
Heritage Lottery Bid	-	10,248	(1,800)	8,448
Restricted funds	-	18,293	(1,800)	16,493
Unrestricted funds	21,180	9,258	(2,706)	27,732
	<u>21,180</u>	<u>27,551</u>	<u>(4,506)</u>	<u>44,225</u>

**2020**

	<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Total £</b>
Shambles Flooring	-	2,000	-	2,000
Jazz Workshop	-	1,000	-	1,000
QuickBooks Subscription	-	144	(144)	-
Restricted funds	-	3,144	(144)	3,000
Unrestricted funds	14,960	6,437	(2,013)	19,384
	<u>14,960</u>	<u>9,581</u>	<u>(2,157)</u>	<u>22,384</u>

**Shambles Flooring**

The Shambles Flooring fund represents monies which were granted for the provision of new flooring in the Shambles bar in the prior year of which the cost was to be spread over that year and the current financial year.

**Jazz Workshop**

The Jazz Workshop fund relates to a grant received from Invest SK Limited for the provision of a Jazz band and music workshop, unfortunately this was postponed due to the COVID-19 lockdown restrictions, it has been planned for 2022.

**Sound and Lighting Equipment**

Sound and lighting equipment fund relates to monies received for the purpose of providing the sound and lighting equipment for the Shambles bar and for the Courtroom in order to create a performance space.

**COVID-19 Grants**

COVID-19 Grants represents funds granted in order to help equip the bar enabling it to reopen when COVID-19 restrictions were eased.

**Heritage Lottery Bid**

The Heritage Lottery bid fund relates to funds received from the Heritage Lottery in order to assist with the restoration of the Bourne Town Hall and bring it back into public use as a pivotable part of the local community.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2021

**8. Restricted funds (continued)**

**Furniture fund**

The Furniture Fund relates to a Localgiving Limited Grant which was awarded to assist in the purchase of new tables and chairs for the Shambles bar prior to the reopening after COVID-19 restrictions were eased as a cabaret style seating was created in order to facilitate the social distancing guidelines in place at the time.

**9. Financial Commitment**

The charity has a rent free agreement with Lincolnshire County Council for a period of three years with a option to extend to five years. Due to the historic nature and condition of the building it has not been possible to estimate a market rent and as such the gift in kind has not been included in the Statement of Financial Activities.

**10. Comparatives**

**STATEMENT OF FINANCIAL ACTIVITIES**

**INCOME AND ENDOWMENTS FROM:**

<b>Charitable donations</b>	2,684	144	2,828
<b>Grant income</b>	-	5,000	5,000
<b>Fund-raising</b>	104	-	104
<b>Charitable activities</b>	5,220	-	5,220
<b>TOTAL INCOME</b>	8,008	5,144	13,152

**EXPENDITURE ON:**

<b>Charitable activities</b>			
Bar stock	852	-	852
Entertainment	2,411	-	2,411
Ticketing costs and fees	144	-	144
Licences and subscriptions	70	-	70
Cleaning costs	14	-	14
Telephone and communications	274	-	274
Computer running costs	120	-	120
Repairs and maintenance	911	-	911
Printing, postage and stationary	19	-	19
Small equipment	144	-	144
Light and heat	2,872	-	2,872
Insurance	331	-	331
Utilities	218	-	218
Sundry expenses	39	-	39
Depreciation	4,241	-	4,241
<b>Support costs</b>			
Subscriptions	148	144	292
Bank charges	73	-	73
Accountancy fees	480	-	480
Independent examination	480	-	480
<b>TOTAL EXPENDITURE</b>	13,841	144	13,985
<b>NET (EXPENDITURE) / INCOME</b>	(5,833)	5,000	(833)

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## Signature 1

Signed by Charles Houseago using authentication code YkN5RnJQbWxLKWZq at IP address 92.11.188.126, on 2022/10/19 08:30:05 Z.

Charles Houseago's e-mail address is: [charles@houseago.com](mailto:charles@houseago.com).

## Signature 2

Signed by Katrina Lloyd using authentication code VFkhQWlvMlp0bDU3 at IP address 86.140.140.254, on 2022/10/19 12:31:19 Z.

Katrina Lloyd's e-mail address is: [treasurer@bournetownhall.org.uk](mailto:treasurer@bournetownhall.org.uk).

## Signature 3

Signed by Ken Maggs using authentication code MHdwP3wmRShKUFhx at IP address 51.145.95.137, on 2022/10/19 13:06:21 Z.

Ken Maggs's e-mail address is: [ken@mooret.co.uk](mailto:ken@mooret.co.uk).

**BOURNE TOWN HALL TRUST**

England & Wales - Charity number 1176315

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# Accounts

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**BOURNE TOWN HALL TRUST**  
**CHARITY COMMISSION REGISTERED NO. 1176315**

**FINANCIAL STATEMENTS**

**for the year ended**

**31 December 2020**

**BOURNE TOWN HALL TRUST**  
**Charity Information**  
**for the year ended 31 December 2020**

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**Charity number**

1176315

**Trustees**

Mr Charles John Houseago  
Mr Kevin Leslie Fisher  
Mrs Hilary Elizabeth Bloomer  
Mrs Nicola Ann Ferguson  
Mrs Katrina Lloyd  
Mrs Ranna Patel

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

K.J. Maggs B.A, F.C.A.  
Moore Thompson  
Bank House  
Broad Street  
Spalding  
Lincs  
PE11 1TB

**Registered Office**

Bourne Town Hall  
North Street  
Bourne  
PE10 9EA

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2020**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2020.

The charity's principle address is The Old Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA.

### **Structure, governance and management**

#### **Governing document**

The charity is constituted by the Charity Commission and was registered in England and Wales on 15 December 2017 with charity number 1176315. The charity is governed by its Foundation CIO constitution, which was adopted on 11 September 2017.

The charity is also known as Bourne Sessions House or Bourne Town Hall Restoration Project.

#### **Objectives and Activities**

Bourne Town Hall Trust CIO's objects are to provide facilities, in the interest of social welfare, for recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants of Bourne (including the provision and maintenance of a community arts centre).

The trusts activities include the following:

1. Management to the Old Town Hall on behalf of the Town.
2. Applications for, and the management of, grants supporting the planned restoration and conversion of the building as a community Arts centre.
3. Organisation of events and fundraising.
4. Recruitment and management of volunteers to support the charity goals.
5. Coordination with all stakeholders.

#### **Trustees**

The trustees who are also the members and served the charity during the period are detailed on Page 1.

New trustees are appointed by the current trustees from people over 16 who have shown a keen interest in the work of the charity and have abilities required on the governing body, apart from the first charity trustees, every trustee must be appointed for a term of three years. At least one of the trustees must be 18 years of age or over. Training is provided to keep trustees up to date with new legislation etc. on a regular basis.

All new trustees are provided with a copy of the constitution and the latest Trustees Annual Report and statement of accounts. Trustees are removed from the board if they resign, have been absent from three consecutive meetings without due reason or voted off by a majority of the trustees due to conduct prejudicial to the charity.

Unless due to legal reasons for removal, the board shall consist of at least four trustees, whilst the maximum number of trustees is seven trustees. The charity may not appoint any trustees if as a result the number of trustees would exceed the maximum.

#### **Financial Review**

The results for the charity for the financial year are detailed on pages 6 to 12. These financial statements cover the early stages of the restoration project mainly establishing the viability and pathway forward.

#### **Public Benefit**

The trustees declare that they have due regards to the guidance on public benefit issues by the charity commission, all trustees have been provided with the Charity Commission Guidance Notes on Public Benefit and it is the intention to review the guidance with respect to our activities at trustee meetings each January.

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2020**

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**Public Benefit continued...**

Bourne Town Hall was built on land donated by the Marquis of Exeter in 1821. The building provided for Petty and Quarter Sessions plus a covered market for the inhabitants of Bourne, Lincolnshire. Since this time the building had remained a central point of Bourne until the Magistrates Court ceased operations in 2008 and the local council relocated its offices in 2014. Since that time it had remained unoccupied and it was not seen as a cost effective use of Council funds especially during austerity.

The trustees and other volunteers consider the building to be an important part of the town and of the Bourne community. The support of the Bourne people and other entities will enable them to return the building to the local community and hopefully in perpetuity for the future.

The restoration project is expected to take a considerable time especially as the trustees wish to restore the fabric of the original Georgian building which has been hidden by modern additions. Once work is completed then we hope to have created an arts and entertainment centre for the whole community.

The building will have original features but will be flexible to match up to date expectations and requirements. It will not just be historic building it will be a practical and vibrant structure.

**Achievement and Performance**

During the period the Trust secured grant funding from various sources including the Len Pick Trust and Invest SK.

The Len Pick Trust grant has been partially used to install new flooring in the Shambles area. A balance of £2,000 remains in the restricted fund.

The Invest SK grant was to fund a Jazz Workshop/Performance, unfortunately this event had to be put on hold due to Covid-19 restrictions. It is anticipated that this will now take place during 2021.

**Risk management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The principal risk towards the Charity is a lack of funding and income to support it's stated aims. The trustees have considered this risk and believe that with careful management they will be able to continue to fulfil the objectives of the Charity.

**Going concern and the Covid-19 Pandemic**

Due to the Covid-19 restrictions, all public events at the Town Hall were suspended for much of the year, although some cinema showings did take place prior to the lockdown announcement on 20 March 2020. The Trustees are took the opportunity to make preparations in order to reopen when restrictions were relaxed in July 2021. Current reserves and on-going donations are sufficient to support the Trust at this time.

**Property - Bourne Town Hall**

The freehold property known as Bourne Town Hall in North Street, Bourne is currently held in trust by Lincolnshire County Council. The property will become a functional asset of the charity providing sufficient funds are secured to complete the renovation works.

The charity has a three year rent free period with a two year possible extension to enable initial works to be carried out and funds to be arranged.

**BOURNE TOWN HALL TRUST**  
**Annual Report**  
**for the year ended 31 December 2020**

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**Reserves**

It is the long term policy of the charity to aim to build sufficient reserves to meet 12 months base running costs of the building.

The charity trustees are in the process of raising funds for the restoration work of the whole building. This is expected to cost in the region of £1.8m and take three to four years to complete.

The Trustees regularly review the amount of reserves that are required to ensure that they are adequate to fulfill the charity's continuing obligations. The carried forward unrestricted reserves as at 31 December 2020 are £19,384, and the carried forward restricted reserves as at 31 December 2020 are £3,000.

For and on behalf of the board of trustees:

Mr C Houseago  
Chair of Trustees

Date: **12 September 2021**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE  
BOURNE TOWN HALL TRUST**

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I report to the trustees on my examination of the accounts of the Charity for the year ended 31 December 2020, which are set out on pages 6 to 12.

**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 charity's accounts carried out under section 145 of the 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Dated: **20 September 2021**

**K.J. Maggs** B.A., F.C.A.  
MOORE THOMPSON  
Chartered Accountants  
Spalding

**BOURNE TOWN HALL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2020

	Note	2020 Unrestricted £	2020 Restricted £	Total £	2019 Total £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Charitable donations		2,684	144	2,828	4,068
Grant income	2	-	5,000	5,000	7,869
Fund-raising		104	-	104	5,427
Charitable activities	3	5,220	-	5,220	16,907
<b>TOTAL INCOME</b>		<b>8,008</b>	<b>5,144</b>	<b>13,152</b>	<b>34,271</b>
<b>EXPENDITURE ON:</b>					
<b>Raising funds</b>					
Event costs		-	-	-	1,452
Advertising and publicity		-	-	-	283
		-	-	-	1,735
<b>Charitable activities</b>	4	<b>12,660</b>	<b>-</b>	<b>12,660</b>	<b>19,333</b>
<b>Support costs</b>					
Subscriptions		148	144	292	100
Bank and card charges		73	-	73	92
Accountancy fees		480	-	480	1,039
Independent examination		480	-	480	480
		1,181	144	1,325	1,711
<b>TOTAL EXPENDITURE</b>		<b>13,841</b>	<b>144</b>	<b>13,985</b>	<b>22,779</b>
<b>NET (EXPENDITURE) / INCOME</b>		<b>(5,833)</b>	<b>5,000</b>	<b>(833)</b>	<b>11,492</b>
Transfers between funds	8	2,000	(2,000)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(3,833)</b>	<b>3,000</b>	<b>(833)</b>	<b>11,492</b>
<b>Reconciliation of funds:</b>					
Brought forward		23,217	-	23,217	11,725
<b>Carried forward</b>		<b>19,384</b>	<b>3,000</b>	<b>22,384</b>	<b>23,217</b>

*The notes on pages 8 to 12 form part of these accounts*

**BOURNE TOWN HALL TRUST**

**BALANCE SHEET**

**At 31 December 2020**

	Note	2020		2019	
		£	£	£	£
<b>FIXED ASSETS</b>					
Fixtures, fittings and equipment	5		14,960		16,199
<b>CURRENT ASSETS</b>					
<b>Stock</b>		205		703	
<b>Debtors</b>					
Trade debtors		1,000		-	
Other debtors		294		150	
Prepayments		36		-	
		<u>1,330</u>		<u>150</u>	
<b>Bank and cash in hand</b>					
CAF Bank		7,796		8,646	
Cash in hand		250		250	
		<u>8,046</u>		<u>8,896</u>	
<b>Current Assets</b>		<u>9,581</u>		<u>9,749</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
Trade creditors		1,197		1,771	
Accruals		960		960	
		<u>2,157</u>		<u>2,731</u>	
<b>NET CURRENT ASSETS</b>			7,424		7,018
<b>TOTAL ASSETS LESS LIABILITIES</b>			<u><u>22,384</u></u>		<u><u>23,217</u></u>
<b>CHARITY FUNDS</b>					
Restricted funds	8		3,000		-
Unrestricted funds			19,384		23,217
			<u><u>22,384</u></u>		<u><u>23,217</u></u>

The financial statements on pages 6 to 11 were approved by the Trustees on **12 September 2021** and signed on their behalf by:

Mr C Houseago  
Chair of Trustees

Mrs K Lloyd  
Treasurer

*The notes on pages 8 to 12 form part of these accounts*

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 December 2020**

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**1. Accounting Policies**

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(a) Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the Charity.

**(b) Funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**(c) Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is recognised in the accounts when the amount can be measured reliably and the Charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

**(d) Expenditure recognition**

Expenditure is accounted for gross on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure include all resources applied by the Charity in undertaking its charitable objectives as opposed to support costs.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2020**

**1. Accounting Policies (continued)**

**(d) Expenditure recognition (continued)**

Support costs are those that assist the work of the Charity but do not directly represent charitable activities and include office costs and governance costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

**(e) Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**(f) Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows.

Computer equipment	3 years	straight line
Office equipment	5 years	straight line
Furniture	3 years	straight line
Leasehold property improvements	5 years	straight line

**(g) Going Concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, which is sufficient with the level of reserves of the Charity to be able to continue as a going concern.

**2. Grants receivable**

	2020	2019
	£	£
Bourne Town Council	-	1,000
InvestSK Limited	1,000	2,500
Len Pick Trust	4,000	-
South Kesteven District Council	-	2,369
Tesco Community Awards	-	2,000
	5,000	7,869

**3. Charitable activities - income**

	2020			2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Event Ticket Sales	3,048	-	3,048	9,634
Bar sales	1,172	-	1,172	6,273
Grants towards utilities	1,000	-	1,000	1,000
	5,220	-	5,220	16,907

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2020

**4. Charitable activities - expenditure**

	2020			2019
	Unrestricted £	Restricted £	Total £	Total £
Bar stock	852	-	852	2,925
Entertainment	2,411	-	2,411	6,466
Ticketing costs and fees	144	-	144	1,147
Licences and subscriptions	70	-	70	464
Cleaning costs	14	-	14	42
Telephone and communications	274	-	274	175
Computer running costs	120	-	120	117
Repairs and maintenance	911	-	911	1,370
Printing, postage and stationary	19	-	19	176
Small equipment	144	-	144	619
Training costs	-	-	-	585
Light and heat	2,872	-	2,872	1,905
Legal and professional fees	-	-	-	467
Insurance	331	-	331	291
Utilities	218	-	218	263
Sundry expenses	39	-	39	65
Depreciation	4,241	-	4,241	2,256
	<u>12,660</u>	<u>-</u>	<u>12,660</u>	<u>19,333</u>

**5. Fixed assets**

	Leasehold property improvements	Computer equipment	Furniture, fixtures & equipment	Total
	£	£	£	£
<b>Cost</b>				
Brought forward	11,520	2,248	4,700	18,468
Additions	2,075	-	927	3,002
Carried forward	<u>13,595</u>	<u>2,248</u>	<u>5,627</u>	<u>21,470</u>
<b>Depreciation</b>				
Brought forward	1,152	615	502	2,269
Charge	2,304	740	1,197	4,241
Carried forward	<u>3,456</u>	<u>1,355</u>	<u>1,699</u>	<u>6,510</u>
<b>Net book value</b>				
At 31 December 2020	<u>10,139</u>	<u>893</u>	<u>3,928</u>	<u>14,960</u>
At 1 January 2020	<u>10,368</u>	<u>1,633</u>	<u>4,198</u>	<u>16,199</u>

**6. Trustees Remuneration, Expenses and Control**

There were no remuneration or expenses paid to the Trustees during the period. The Charity is controlled by the Trustees as a body. No individual Trustee has control over the Charity.

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**for the year ended 31 December 2020**

**7. Related Party Transactions**

There are no related party transactions during the period.

**8. Restricted funds**

The following are treated as being restricted:

**Len Pick Trust**

These monies were granted for the provision of new flooring in the Shambles, the total cost of which will be £4,150 spread over two financial years.

**Jazz Workshop**

Monies were received from InvestSK Ltd for the provision of a Jazz band and music workshop, unfortunately this event was postponed due to the Covid-19 lockdown restrictions.

**Transfers**

When restricted funds have been used for the purpose for which they were granted and the restriction no longer applies then the funds are transferred into unrestricted or endowment funds depending upon the stated requirements or purpose of the asset where applicable.

	At 1/1/20 £	Income £	Outgoing £	Transfers £	At 31/12/20 £
Shambles New Flooring	-	4,000	-	(2,000)	2,000
Jazz Workshop	-	1,000	-	-	1,000
Quick Books Subscription	-	144	(144)	-	-
Restricted funds	-	5,144	(144)	(2,000)	3,000
Unrestricted funds	23,217	8,008	(13,841)	2,000	19,384
	<u>23,217</u>	<u>13,152</u>	<u>(13,985)</u>	<u>-</u>	<u>22,384</u>
<b>2020</b>		<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Total £</b>
Shambles New Flooring		-	2,000	-	2,000
Jazz Workshop		-	1,000	-	1,000
Quick Books Subscription		-	144	(144)	-
Restricted funds		-	3,144	(144)	3,000
Unrestricted funds		14,960	6,437	(2,013)	19,384
		<u>14,960</u>	<u>9,581</u>	<u>(2,157)</u>	<u>22,384</u>
<b>2019</b>		<b>Fixed assets £</b>	<b>Current assets £</b>	<b>Current liabilities £</b>	<b>Total £</b>
Viability Study		-	9,249	(7,710)	1,539
Meanwhile Works		-	7,107	-	7,107
Restricted funds		-	16,356	(7,710)	8,646
Unrestricted funds		16,199	(6,607)	4,979	14,571
		<u>16,199</u>	<u>9,749</u>	<u>(2,731)</u>	<u>23,217</u>

**BOURNE TOWN HALL TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31 December 2020

**9. Financial Commitment**

The charity has a rent free agreement with Lincolnshire County Council for a period of three years with a option to extend to five years. Due to the historic nature and condition of the building it has not been possible to estimate a market rent and as such the gift in kind has not been included in the Statement of Financial Activities.

**10. Comparatives**

**STATEMENT OF FINANCIAL ACTIVITIES**

**INCOME AND ENDOWMENTS FROM:**

<b>Charitable donations</b>	4,068	-	4,068
<b>Grant income</b>	-	7,869	7,869
<b>Fund-raising</b>	5,427	-	5,427
<b>Charitable activities</b>	16,907	-	16,907
<b>TOTAL INCOME</b>	26,402	7,869	34,271

**EXPENDITURE ON:**

<b>Raising funds</b>			
Event costs	1,452	-	1,452
Advertising and publicity	163	120	283
<b>Charitable activities</b>			
Bar stock	2,925	-	2,925
Entertainment	6,466	-	6,466
Ticketing costs and fees	1,147	-	1,147
Licences and subscriptions	464	-	464
Cleaning costs	42	-	42
Telephone and communications	175	-	175
Computer running costs	101	16	117
Repairs and maintenance	1,301	69	1,370
Printing, postage and stationary	176	-	176
Small equipment	162	457	619
Training costs	165	420	585
Light and heat	1,905	-	1,905
Legal and professional fees	467	-	467
Insurance	291	-	291
Utilities	263	-	263
Sundry expenses	65	-	65
Depreciation	2,256	-	2,256
<b>Support costs</b>			
Bank charges	92	-	92
Subscriptions	100	-	100
Accountancy fees	1,039	-	1,039
Independent examination	480	-	480
<b>TOTAL EXPENDITURE</b>	21,697	1,082	22,779
<b>NET INCOME</b>	4,705	6,787	11,492