

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

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

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

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 Trooper, 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

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.

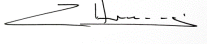
Reserves

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:

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Mr **C Houseago**
 Chair of Trustees

20-09-23
 Date:2023

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

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.

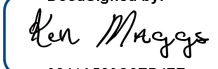
Independent examiner's statement

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
		£	£	£	£
INCOME AND ENDOWMENTS FROM:					
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	-
TOTAL INCOME		27,958	500	28,458	44,817
EXPENDITURE ON:					
Raising funds					
Event costs		3	-	3	294
Charitable activities	4	25,889	6,298	32,187	21,153
Support costs					
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
TOTAL EXPENDITURE		27,826	6,298	34,124	22,976
NET INCOME / (EXPENDITURE)		132	(5,798)	(5,666)	21,841
Transfers between funds	8	6,752	(6,752)	-	-
NET MOVEMENT IN FUNDS		6,884	(12,550)	(5,666)	21,841
Reconciliation of funds:					
Brought forward		27,732	16,493	44,225	22,384
Carried forward		34,616	3,943	38,559	44,225

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

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:

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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

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
	1,500	27,948

3. Charitable activities - income

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 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	-
	23,374	-	23,374	14,220

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

4. Charitable activities - expenditure

	2022			2021
	Unrestricted	Restricted	Total	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

	Leasehold property improvements	Computer equipment	Furniture, fixtures and equipment	Total
	£	£	£	£
Cost				
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>
Depreciation				
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>
Net book value				
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	16,493	500	(6,298)	(6,752)	3,943
Unrestricted funds	27,732	27,958	(27,826)	6,752	34,616
	44,225	28,458	(34,124)	-	38,559

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	-	4,397	(454)	3,943
Unrestricted funds	22,777	13,311	(1,472)	34,616
	22,777	17,708	(1,926)	38,559

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:

2021	Fixed assets £	Current assets £	Current liabilities £	Total £
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:

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

EXPENDITURE ON:

Raising funds			
Event costs	294	-	294
Charitable activities			
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
Support costs			
Subscriptions	297	-	297
Bank charges	236	-	236
Accountancy fees	498	-	498
Independent examination	498	-	498
TOTAL EXPENDITURE	20,956	2,020	22,976
NET (EXPENDITURE) / INCOME	(587)	22,428	21,841