

# THE BOTTESFORD INSTITUTE – Year Ended 31<sup>st</sup> March 2022

## CHARITY ANNUAL REPORT (For Submission to the Charity Commission)

Charity Name:	The Bottesford Institute	
Charity Registration Number:	702277	
Charity's Principal Address:	The Old School, Grantham Road, Bottesford, Nottingham. NG13 0DF	
Charity's Trustee(s):	Bottesford Parish Council	
Current Councillors Undertaking Trustee Role:	Cllr. Anne Ablewhite Cllr. Lorraine Ainscough Cllr. Bob Bayman Cllr. Jane Bennett Cllr. Tony Bennett Cllr. Leigh Donger Cllr. Brian McInerney Cllr. Bob Sparham	
Officer Roles Undertake for the Trust:	Chairman: Secretary: Treasurer: Clerk to the Trustees:	Cllr. Leigh Donger Cllr. Jane Bennett Cllr. Tony Bennett Lucy Flavin ( <i>Clerk to Bottesford PC</i> )

## STRUCTURE, GOVERNANCE & MANAGEMENT

Overview:	<p>The Bottesford Institute was established by Duke of Rutland on the 08th August 1922, when he transferred the Belvoir Coffee House on Market Street to Trustees "as a club, reading room, library or institute for the use of all persons residing in the Parish of Bottesford".</p> <p>In 1988, in conjunction with the Duke of Rutland and the Charity Commission it was decided that Bottesford Parish Council would be appointed as the new Trustees of The Bottesford Institute.</p> <p>Under the terms of the Trust Deed dated 08<sup>th</sup> August 1922 as varied by scheme of 16<sup>th</sup> March 1988 as approved by the Charity Commission on 28th November 1989, the charitable objects changed so that the Charity's income would be applied <b><i>"for public charitable purposes for the benefit of the inhabitants of the Parish of Bottesford"</i></b>.</p>
Type of Governing Document: (eg. Trust Deed, Constitution)	Trust Deed dated 08 <sup>th</sup> August 1922 as varied by scheme of 16 <sup>th</sup> March 1988 as approved by the Charity Commission on 28th November 1989.
How the Charity is Constituted: (eg. Trust, Association, Company)	Trust.

<p>Trustee Selection Method: (eg. Appointed by, Elected by)</p>	<p>Bottesford Parish Council is the sole Trustee of The Bottesford Institute. The Charity is overseen and managed by a Board of Custodian Trustee's consisting of the elected Parish Councillors.</p> <p>On being successfully elected/appointed as a member of the Bottesford Parish Council, Councillors automatically become ex-officio Trustees of The Bottesford Institute's Board of Trustees, unless they are ineligible (e.g. there is a conflict of interest between their personal interests and that of The Bottesford Institute or they have business contracts with the Charity).</p> <p>Bottesford Parish Councillors will be automatically re-elected as ex-officio Trustees of The Bottesford Institute's Board of Trustees at the Annual Parish Council Meeting of Bottesford Parish Council, which is held in May each year.</p> <p>Any Councillor who resigns from the Bottesford Parish Council is automatically deemed to have resigned as ex-officio Trustee of The Bottesford Institute's Board of Trustees and The Bottesford Institute Charity.</p>
<p>Additional Governance Issues: (eg. Policies and Procedures, Organisational Structure, Risks etc)</p>	<p>The Bottesford Institute's 'day to day' running, is delegated to a Management Committee of three Trustees (i.e. Chairperson, Secretary and Treasurer) who are supported by a Clerk to the Trustees (i.e. the Parish Council Clerk).</p> <p>On the 9<sup>th</sup> June 2021 The Bottesford Institute's Board of Trustees adopted new, up to date robust policies and procedures to ensure that the Charity operated effectively. The revised documentation included:</p> <ul style="list-style-type: none"> <li>• Constitution document.</li> <li>• A Terms of Reference document.</li> <li>• Revised Standing Order document.</li> <li>• Revised Financial Regulations document.</li> <li>• Revised Financial Reserves Policy document.</li> <li>• A new Grant Aid Application Policy &amp; Procedures document.</li> </ul> <p>All Trustees give their time voluntarily and received no remuneration or other benefits.</p>
<p><b>OBJECTIVES &amp; ACTIVITIES</b></p>	
<p>Summary of the objectives of the Charity set out in its governing document:</p>	<p>Originally under the 1922 Trust Deed the Charity's objectives had been focused on youth and education, however with a scheme variation in 1988, approved by the Charity Commission in 1989, the charitable objects changed with the focus of the Charity's income being applied <i>"for public charitable purposes for the benefit of the inhabitants of the Parish of Bottesford"</i>.</p> <p>Today, with these expanded objects The Bottesford Institute's 'mission statement' is to support and promote such charitable purposes of benefit to the inhabitants of the Parish of Bottesford, including the provision of support that:</p> <ul style="list-style-type: none"> <li>• Advances education</li> <li>• Helps skills development</li> <li>• Promotes social inclusion</li> <li>• Improves recreation and/or sports facilities</li> <li>• Improves and/or protects the environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Enhancing the quality of village life</li> <li>• Promotes the Parish of Bottesford in a positive way</li> </ul>
Summary of the main activities undertaken for the public benefit in relation to these objectives:	<p>The Bottesford Institute's only source of income is from its ownership of The Old School building which it currently leases part of to Leicestershire County Council for use as the Bottesford Community Library, with the other part of the building being rent to the Bottesford Parish Council under a licence agreement.</p> <p>Income from both the above lease and licence agreement, after allowing for the safeguarding/upkeep of The Old School building, is set-aside and allocated for grant aid awards to eligible voluntary and/or charitable organisations who can demonstrate a clear need for financial support to achieve an objective which will benefit the inhabitants of the Parish of Bottesford. The amount of funds available for distribution in any year are clearly limited, therefore of necessity, The Bottesford Institute has to both restrict and prioritise its grant awards programme.</p>
Additional details on objectives and activities: (eg. Policy/details on grant making, Policy/detail on investment programme, Volunteers etc)	Now that The Bottesford Institute has a new/revised Grant Aid Application Policy & Procedures document, incorporating Grant Application Guidelines and Grant Aid Application Form, this will ensure fairness and openness with regards to the awarding of grants, whilst providing all applicants with a standardised application form and process.
<b>ACHIEVEMENTS &amp; PERFORMANCE</b>	
Summary of the main achievements of the Charity during the year:	<p>As mention in previous years Charity Annual Reports there had been a period of inactivity, with The Bottesford Institute lying dormant and rarely meeting. During this financial year two meetings of the Trustees were held, the first, a virtual meeting via Zoom, on the 09<sup>th</sup> June 2021 with the main focus being to introduce and approve the robust policies and procedures for the management of the 'reinvigorated' Charity's activities. The second 'meeting' held on 28<sup>th</sup> November 2020 was a 'face to face' meeting to deal with the approval of the annual report for the financial year ended 31<sup>st</sup> March 2021 for submission to the Charity Commission. Also, in the meeting the Trustees agreed to obtain a Building Condition Survey with regards to The Old School building (i.e. the Charities major asset) and to have discussions with Leicestershire County Council concerning the Bottesford Library's lease.</p> <p>No grant aid awards were made by The Bottesford Institute during the year, as it thought prudent to wait and see what potential costs/expenditure the Charity could face with regards to the repair/maintenance of The Old School building once the Building Condition Survey was received.</p>
Additional information on achievements and performance:	As mention in last year's Annual Report the The Bottesford Institute had been inactive for several years so the focus throughout the year has been the aim of 'reinvigorate' The Bottesford Institute's activities, with the main attention being to have governance, policies and procedures in place. The Trustee, i.e. the Bottesford Parish Council has a duty to

	administer The Bottesford Institute in the best interests of the Charity and not in the Parish Council's best interests. With the new/revised documentation steps were taken to formulate a formal Constitution and to introduce a suite of policy and procedure documents that were specific to The Bottesford Institute Charity.
<b>FINANCIAL REVIEW</b>	
Details of any funds materially in deficit:	n/a - None
Brief statement of the Charity's policy on Reserves:	<p>The Bottesford Institute's Board of Trustees new Charity's Reserves Policy that was adopted on the 09<sup>th</sup> June 2021, gives details of how funds are to be allocated to Reserves. In the Reserves Policy the main focus when assessing the level Reserves required, is the level of risks The Bottesford Institute faces in terms of any significant unforeseen expenditure requirements, particularly in regards to its major capital asset of The Old School building.</p> <p>Based on this priority the current Reserve Policy allocates 75% of years surplus income (i.e. excess/deficit of income over expenditure after grants) to the Building Repair Fund and the remaining 25% to a 'specific' reserve for Grant Funds.</p> <p>A small General/Operational Reserve also exists to meet the Charity's known annual expenditure (i.e. building insurance).</p> <p>At the end of the 2021/22 financial year the total Reserves were £87,667.46 which were split:</p> <ul style="list-style-type: none"> <li>• The Old School Building Repair Fund Reserve - £69,875.59</li> <li>• Grant Funds Reserve - £15,291.87</li> <li>• Unallocated (General/Operational Reserve) - £2,500.00</li> </ul>
Security of the Charity's Assets:	<p>The Bottesford Institute's only tangible asset is the property it owns, The Old School building. In the accounts the building has been recorded at a value of £500,000, which is somewhat of an arbitral figure settle upon during the retrospective generating of the historical financial records. For insurance purposes the latest renewal notice showed The Old School building valued at £1,687,296.</p> <p>Going forward it is intended to have a formal valuation done of The Old School building for both market and insurance purpose.</p>
Investment Policy & performance:	<p>n/a – None</p> <p>The Charity does not currently make investments, all funds held in bank current account at HSBC. Although due to the recent introduction of bank charges by HSBC on Charity accounts the Trustees are exploring moving The Bottesford Institute's banking arrangements to the Co-Op bank.</p>
Grant awards:	<p>No grant awards were made by The Bottesford Institute during the year.</p> <p>Whilst the lack of grant awards was in part due to the previously mention inactivity of the Charity, another more relevant reason was the need to build up The Old School Building Repair Fund</p>

	Reserve to a level that more accurately reflected the amount of potential risk exposure.
<p><b>Further Financial Review details:</b> (eg. Details of Charity's principal source of funds, how expenditure has supported the Charity's key objectives, Investment policy)</p>	<p>The Charity received full funds from both its income generating sources during the year. A total income of £21,500.00 was received (i.e. £5,500.00 &amp; £8,000.00 plus the further £8,000.00 arrears).</p> <p>Also, during the financial year ending 31<sup>st</sup> March 2022 The Bottesford Institute received a donation of £18,791.92 from the Hands Trust Charity, being the funds on the winding-up/closing of the Hands Charity. A 'ring fenced' grant/donation of £24,000.00 was also received from Bottesford Parish Council, with the funds being specifically 'ring fenced' for the repairs and maintenance of The Old School building.</p> <p>In addition to the Charity's normal annual operational running cost for the buildings and public liability insurance premium, which this year was £2,296.40, unanticipated repair/maintenance expenditure of £2,640.00 was incurred to secure the services of a Chartered Surveyor to undertake a Building Condition Survey of The Old School building.</p> <p>With no grant awards being made the income remaining after allowing for expenditure, was applied to bolster Reserves, in particularly The Old School Building Repair Fund Reserve with the remaining £6,808.88 being applied to the Grant Funds Reserve.</p>
<p><b>Trustee's responsibilities in relation to the Financial Statements:</b></p>	<p>The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and enable them to ascertain to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed.</p> <p>The Trustees are responsible for preparing the Trustee's Report and the Financial Statements in accordance with applicable law and accounting standards.</p> <p>Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.</p>
<b>OTHER OPTIONAL INFORMATION</b>	
<p><b>Brief details of any other relevant/key plans or activities that may have an impact on the Charity:</b></p>	<p>The coming year will see a continued renewed emphasis given to The Bottesford Institute and its charitable activities with the aim of grant awards being made.</p>

<b>DECLARATION</b>	
<b>The Trustees declare that they have approved the Trustee's report above. Signed on behalf of the Charity's Trustees.</b>	
Signature:	
Full Name:	
Position: (eg. Chairman, Secretary, Treasurer or Clerk)	
Date:	

## FINANCIAL STATEMENT AT 31st MARCH 2022

### INCOME & EXPENDITURE

	Detail	Year End - 31st March 2022
<b>Income</b>	Lease - Library (LCC)	£8,000.00
	Rent - Current Year	£8,000.00
	Licence Agreement - Fuller & Parish Rooms (BPC)	£5,500.00
	Rent - Current Year	£5,500.00
	Room Hire Rentals (Fuller & Parish Rooms)	n/a (BPC) £0.00
	Grant/Donation - Bottesford Parish Council (for Repairs & Maintenance of The Old School building)	£24,000.00
	Grant/Donation - The Hands Trust Charity (Closing Funds on Winding-Up of the Hands Charity)	£18,791.92
	Miscellaneous	£0.00
	Bank Interest	£0.00
	<b>Income Total</b>	<b>£56,291.92</b>
<b>Expenditure</b>	Annual Insurance Premium - Buildings & Public Liability	£2,296.40
	Old School/Fuller: Caretaker	n/a (BPC) £0.00
	Old School Running Costs	n/a (BPC) £0.00
	Audit & Legal Fees	£0.00
	Old School Repairs & Maintenance (i.e. Building Condition Survey - Chartered Surveyor)	£2,640.00
	Projects - Old School Improvements	£0.00
	Staff Costs - Clerk (Bottesford Institute Clerk)	£100.00
	Bank Fees & Charges	£20.00
	<b>Expenditure Total</b>	<b>£5,056.40</b>
	<b>Excess/Deficit of Income Over Expenditure Before Grants From Trust Funds</b>	<b>£51,235.52</b>
	Trust Fund Grants Made	£0.00
<b>Excess/Deficit of Income Over Expenditure After Grants From Trust Funds</b>		<b>£51,235.52</b>

### BALANCE SHEET

	Detail	Year End - 31st March 2022
<b>Current Assets</b>	Property - The Old School Building (Library, Fuller Room, Parish Room & Outside Yards)	£500,000.00
	Bank Account - HSBC (Community Account - BSC: 40-34-08 Account: 11687948)	£87,667.46
	Bank Account - HSBC (Community Savings Account - BSC: 40-34-08 Account: 51687956)	£0.00
	Petty Cash/Funds Held By Parish Council	£0.00
	Debtors (Current Year) - Outstanding Licence/Lease/Room Hire Fees	£0.00
	Debtors (Previous Years) - Outstanding Licence/Lease/Room Hire Fees	£0.00
	Debtors - Outstanding Licence/Lease/Room Hire Fees	£0.00
	<b>Net Assets</b>	<b>£587,667.46</b>
<b>Represented By:</b>	Capital Account (The Old School Building) At Start Of Financial Year	£500,000.00
	Increase/Decrease In Property Valuation (Revaluation Surplus Reserve)	£0.00
	<b>Capital Account (The Old School Building) Value At End Of Financial Year</b>	<b>£500,000.00</b>
	Old School Building Repair Fund Reserve At Start Of Financial Year	£25,448.95
	Ring-Fenced Grant Donation From Bottesford Parish Council [12th July 2021]	£24,000.00
	Increase/Decrease In Repair Fund Reserve (Note: 75% used)	£20,426.64
	<b>Old School Building Repair Fund Reserve Value At End Of Financial Year</b>	<b>£69,875.59</b>
	Grant Funds Reserve At Start Of Financial Year	£8,482.99
	Increase/Decrease In Grant Funds Reserve (Note: 25% used)	£6,808.88
	<b>Grant Funds Reserve Value At End Of Financial Year</b>	<b>£15,291.87</b>
	General Reserve (Unallocated Operational Reserve) At Start Of Financial Year	£2,500.00
	Increase/Decrease In General Reserve (Unallocated Operational Reserve) (Note: £2,500 used)	£0.00
	<b>General Reserve (Unallocated Operational Reserve) Value At End Of Financial Year</b>	<b>£2,500.00</b>
	Bad Debt Reserve At Start Of Financial Year	£0.00
	New Bad Debt Provision (Debtors)	£0.00
	Income Received Against Previous Year's Bad Debt Provision (Debtors)	£0.00
	Writing Off Bad Debt (Debtors) From Previous Years	£0.00
	<b>Bad Debt Reserve Value At End Of Financial Year</b>	<b>£0.00</b>
	<b>Total Value Of Funds</b>	<b>£587,667.46</b>

### BANK ACCOUNT RECONCILIATION (HSBC Bank)

#### Community Account

BSC: 40-34-08 Account: 11687948

	Detail	Year End - 31st March 2022
01st April 2021	Balance B/Fwd From 31st March 2021	£36,431.94
	Income Received	£56,291.92
	Payments Made	-£5,036.40
	Bank Interest	£0.00
	Bank Fees & Charges	-£20.00
31st March 2022	Balance C/Fwd To 01st April 2022	<b>£87,667.46</b>

#### Community Savings Account

BSC: 40-34-08 Account: 11687948

	Detail	Year End - 31st March 2022
01st April 2021	Balance B/Fwd From 31st March 2021	£0.00
	Income Received	£0.00
	Payments Made	£0.00
	Bank Interest	£0.00
	Bank Fees & Charges	£0.00
31st March 2022	Balance C/Fwd To 01st April 2022	<b>£0.00</b>

#### Petty Cash/Funds Held By Parish Council

	Detail	Year End - 31st March 2022
01st April 2021	Balance B/Fwd From 31st March 2021	£0.00
	Income Received	£0.00
	Payments Made	£0.00
31st March 2022	Balance C/Fwd To 01st April 2022	<b>£0.00</b>

**The Bottesford Institute**  
**Examiner's / Auditors Report (Year ending 31<sup>st</sup> March 2022)**

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and enable them to ascertain to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed.

The Trustees ensure robust financial records and sound Financial Statements. A transfer of grant funds from Bottesford Parish Council to maintain the building asset of the charity ensure a secure financial situation moving forward.