

THE BOTTESFORD INSTITUTE – Year Ended 31st March 2017

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. Bob Bayman Cllr. Leigh Donger Cllr. James Goodson Cllr. Alan Gough Cllr. Roger Pacey Cllr. Heather Shephard Cllr. Bob Sparham Cllr David Wright	
Officer Roles Undertake for the Trust:	Chairman: Secretary: Treasurer: Clerk to the Trustees:	Vacant – No Activity/Dormant Vacant – No Activity/Dormant Vacant – No Activity/Dormant Clerk to Bottesford PC

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 08th August 1922 as varied by scheme of 16th 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 <i>"for public charitable purposes for the benefit of the inhabitants of the Parish of Bottesford"</i>.</p>
Type of Governing Document: (eg. Trust Deed, Constitution)	Trust Deed dated 08 th August 1922 as varied by scheme of 16 th 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>During the financial year The Bottesford Institute's activities and finances continue to be interwoven with those of the Bottesford Parish Council's, including income and expenditure mixed/merged. The Charity did not have any policies and procedures of its own instead just operated within those of the Parish Council.</p> <p>Throughout the year there was a 'vacuum' with no specific meetings (i.e. Trustees) relating to the running of The Bottesford Institute being held, a period of inactivity with the Charity being 'dormant' with no real governance.</p>
<p>OBJECTIVES & ACTIVITIES</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>Summary of the main activities undertaken for the public benefit in relation to these objectives:</p>	<p>As mentioned above during the period covered by this report the activities of The Bottesford Institute and those of the Bottesford Parish Council were interwoven, income and expenditure mixed/merged and even The Old School building was regarded as a Parish Council asset.</p> <p>With this 'blurring' of activities and responsibilities it is not possible to identify clearly what were The Bottesford Institute's charitable activities, however during the year there were grants made to Parish organisations and The Old School building was used by various local community groups.</p>

<p>Additional details on objectives and activities: (eg. Policy/details on grant making, Policy/detail on investment programme, Volunteers etc)</p>	<p>With The Bottesford Institute not acting as a distinct entity its only objectives and activities were those agreed/approved by the Bottesford Parish Council.</p>
<p>ACHIEVEMENTS & PERFORMANCE</p>	
<p>Summary of the main achievements of the Charity during the year:</p>	<p>As previously mentioned with The Bottesford Institute not operating as a distinct entity meant there has been a period of inactivity, with the Charity lying dormant and the Trustees not meeting.</p>
<p>Additional information on achievements and performance:</p>	<p>None - Charity lying dormant.</p>
<p>FINANCIAL REVIEW</p>	
<p>Details of any funds materially in deficit:</p>	<p>The retrospective action taken to reconstruct/split the historical financial data/records of The Bottesford Institute away from those of the Bottesford Parish Council has highlighted an amount of £4,000.00 owed by Leicestershire County Council in respect of the lease rent on Bottesford Community Library's lease, due to only 50% of the £8,000.00 annual rent being paid.</p>
<p>Brief statement of the Charity's policy on Reserves:</p>	<p>As a consequence of allowing the mixing up of The Bottesford Institute and the Bottesford Parish Council's assets and transactions meant there was no specific Reserves policy for either entity or of any segregation with regards to Reserves.</p>
<p>Security of the Charity's Assets:</p>	<p>The Bottesford Institute's only tangible asset is the property it owns, The Old School building. During the period in question due to the amalgamation of The Bottesford Institute and the Bottesford Parish Council's activities and transactions the Parish Council regarded The Old School building as part of its Assets, even including it for building insurance purposes under the Parish Council's insurance policy.</p> <p>In the recently generated retrospective historical financial records The Old School building has been recorded at a value of £500,000, a somewhat of an arbitral figure, as the fixed asset amount in The Bottesford Institute's accounts.</p>
<p>Investment Policy & performance:</p>	<p>n/a – None The Charity does not currently make investments.</p>
<p>Grant awards:</p>	<p>This was again a period when the activities of The Bottesford Institute and those of the Bottesford Parish Council were interwoven with income and expenditure being mixed/merged.</p> <p>No grant awards were specifically made by The Bottesford Institute during the year however grants did get made, under the auspices of Parish Council, to various local organisations and community groups.</p>
<p>Further Financial Review details:</p>	<p>As previously indicated the Bottesford Parish Council as Trustee of The Bottesford Institute had allowed Trust fund assets and</p>

<p>(eg. Details of Charity's principal source of funds, how expenditure has supported the Charity's key objectives, Investment policy)</p>	<p>transactions to be mixed with those of the Parish Councils. For the purpose of this report retrospective historical financial records have been generated to indicate what The Bottesford Institute's finances may have looked like had it been managed solely as a charitable entity.</p> <p>The main source of income for the Charity was by way of lease rent from Leicestershire County Council in respect of the Bottesford Community Library. In 2016/17 an amount of only £4,000.00, just 50% of the £8,000.00 rent due, was received.</p> <p>The additional income stream was through the hiring out of the Parish/Fuller Rooms which income of £6,102.60 was generated from.</p> <p>Operational running cost would include expenditure such as buildings and public liability insurance £2,382.91, caretaker costs £2,736.84, utilities and running costs of £4,558.08.</p> <p>During the year there was also alterations and improvement works undertaken to The Old School building to create an office space for the Parish Clerk, with the £3,070.21 costs being fully covered through contribution/payment by Bottesford Parish Council funds.</p>
<p>Trustee's responsibilities in relation to the Financial Statements:</p>	<p>Whilst the mixing/amalgamation of the Trust Fund assets and transactions means it is questionable as to whether the Trustee have met its responsible with regards to safeguarding the assets of the Charity by taking reasonable steps for the prevention and detection of fraud and other irregularities.</p>
<p>OTHER OPTIONAL INFORMATION</p>	
<p>Brief details of any other relevant/key plans or activities that may have an impact on the Charity:</p>	<p>The retrospective action will continue to be taken to reconstruct/split the historical financial data/records of The Bottesford Institute away from those of the Bottesford Parish Council for 2017/18 and 2018/19.</p>
<p>DECLARATION</p>	
<p>The Trustees declare that they have approved the Trustee's report above. Signed on behalf of the Charity's Trustees.</p>	
<p>Signature:</p>	
<p>Full Name:</p>	
<p>Position: (eg. Chairman, Secretary, Treasurer or Clerk)</p>	
<p>Date:</p>	