

THE BOTTESFORD INSTITUTE – Year Ended 31st March 2020

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. Alan Gough Cllr. Brian McInerney Cllr. Bob Sparham	
Officer Roles Undertake for the Trust:	Chairman: Secretary: Treasurer: Clerk to the Trustees:	Vacant – No Activity Following Election Vacant – No Activity Following Election Vacant – No Activity Following Election 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 “for public charitable purposes for the benefit of the inhabitants of the Parish of Bottesford”.</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>In the previous year in an effort to 'kick start' the activities of The Bottesford Institute's it had been decided to set up a Steering Group/Management Committee, made up of three Trustees (i.e. Chairperson, Secretary and Treasurer) to deal with the 'day to day' running. Due to the scheduled four-yearly election for members to the Bottesford Parish Council in May 2019 there was a change in Councillors and as a consequence in the members of the Board of Trustees, which meant the Steering Group/Management Committee becoming defuncted.</p> <p>No further progress was made during the year with regards to the governance of The Bottesford Institute or the setting up of relevant policies and procedures. With the exception of having the relevant 'stand-alone' finances, all other activity with regards to The Bottesford Institute was once again on hold, with no Trustee meetings being held, the Charity was again somewhat dormant.</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>With expanded objectives The Bottesford Institute's goal is to support charitable purposes that are of benefit to the inhabitants of the Parish of Bottesford, including those that support:</p> <ul style="list-style-type: none"> ● Advances education ● Helps skills development ● Promotes social inclusion ● Improves recreation and/or sports facilities ● Improves and/or protects the environment ● Enhancing the quality of village life ● Promotes the Parish of Bottesford in a positive way

<p>Summary of the main activities undertaken for the public benefit in relation to these objectives:</p>	<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 rented to the Bottesford Parish Council under a licence agreement.</p> <p>After allowing for an allocation of funds for the safeguarding/upkeep of The Old School building, it is intended the remaining surplus of income over expenditure is set-aside and allocated for grant aid awards to eligible local voluntary and/or charitable organisations who can demonstrate a clear need for financial support. However, the amount of funds available for distribution in any particular year is clearly going to be limited therefore The Bottesford Institute will have to both restrict and prioritise its grant awards programme.</p>
<p>Additional details on objectives and activities: (eg. Policy/details on grant making, Policy/detail on investment programme, Volunteers etc)</p>	<p>Having previously identified steps/action needed for The Bottesford Institute to run effectively, due to the lack of Trustee activity with the exception of a draft set of Standing Orders, the Charity was once again 'dormant' with there remaining a lack of a clear grant application process.</p>
<p>ACHIEVEMENTS & PERFORMANCE</p>	
<p>Summary of the main achievements of the Charity during the year:</p>	<p>For The Bottesford Institute it was a 'treading water' year with no Trustee meeting's and no real progress or achievements, other than the Charity continuing to function as a distinct 'stand-alone' entity with its finances separated off from that of the Bottesford Parish Council.</p> <p>No grant aid awards were made by The Bottesford Institute during the year.</p>
<p>Additional information on achievements and performance:</p>	<p>Trustee inactivity over the year meant that main goals identified at a previous meeting of The Bottesford Institute's Trustee, on the 19th June 2018, to bring the Charity's records at the Charity Commission up to date had not materialised.</p> <p>What was required is for 5 years accounts and annual reports to be submitted to the Charity Commission, but before these various historical items can be submitted, they first needed to be retrospectively generated/produced by splitting/dividing off The Bottesford Institute financials from those of the Bottesford Parish Council. No progress was made during 2019/20 on this.</p>
<p>FINANCIAL REVIEW</p>	
<p>Details of any funds materially in deficit:</p>	<p>The Leicestershire County Council (LCC) lease rent payment for the 2019/20 financial year in respect of the Bottesford Community Library's lease was not paid during the financial year, resulting in an amount of £8,000.00 being owed/outstanding.</p>

<p>Brief statement of the Charity's policy on Reserves:</p>	<p>Whilst not a formally adopted Reserves Policy the opportunity was taken during the year to continue to build up Reserve funds, which was in line with the view taken at the Trustee meeting back in June 2018 that the Charity should build up a 'sinking fund' to finance repairs and maintenance of The Old School building. Therefore, based on this principle a Reserve Policy allocating 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 was adopted.</p> <p>At the end of the 2019/20 financial year the total Reserves were £19,412.91 which were split:</p> <ul style="list-style-type: none"> • The Old School Building Repair Fund Reserve - £12,684.68 • Grant Funds Reserve - £4,228.23 • Unallocated (General/Operational Reserve) - £2,500.00
<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. 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 renewal notice showed The Old School building valued at £1,687,296.</p>
<p>Investment Policy & performance:</p>	<p>n/a – None The Charity does not currently make investments, all funds held in bank current account at HSBC.</p>
<p>Grant awards:</p>	<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 Reserve to a level that more accurately reflected the amount of potential risk exposure.</p> <p>Although The Bottesford Institute did not make any grant awards during the year, the Bottesford Parish Council did make awards totaling £9,151.25 split between seven local community groups within the Parish.</p>
<p>Further Financial Review details: (eg. Details of Charity's principal source of funds, how expenditure has supported the Charity's key objectives, Investment policy)</p>	<p>Whilst The Bottesford Institute received the £5,500.00 rent under the Licencing Agreement with Bottesford Parish Council, it did not however receive the lease rent of £8,000.00 due from Leicestershire County Council in respect of the Bottesford Community Library. Therefore, the Charity only received £5,500.00 of its expected £13,500.00 income stream for the year.</p> <p>The Charity's annual operational running cost for the year was £2147.09, which was in respect of the buildings and public liability insurance premium.</p> <p>No grant awards being were made by The Bottesford Institute during the year so the small amount of income available, after allowing for expenditure, was allocated to help bolster Reserves. The School Building Repair Fund Reserve was increased by</p>

	£2,534.93 with the remaining amount of £844.98 being applied to the Grant Funds Reserve.
Trustee's responsibilities in relation to the Financial Statements:	<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 also 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>
OTHER OPTIONAL INFORMATION	
Brief details of any other relevant/key plans or activities that may have an impact on the Charity:	Moving forward it is hoped that the Board of Trustees will be re-invigorated and that a Steering Group/Management Committee will once again be appointed to deal with the 'day to day' business and to ensure the Charity is governed effectively, which may involve The Bottesford Institute exploring the possibility of becoming a Charitable Incorporated Organisation (CIO).
DECLARATION	
The Trustees declare that they have approved the Trustee's report above. Signed on behalf of the Charity's Trustees.	
Signature:	
Full Name:	
Position: (eg. Chairman, Secretary, Treasurer or Clerk)	
Date:	