

THE BOTTESFORD INSTITUTE – Year Ended 31st March 2021

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. Charles Daybell 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 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>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>Throughout the financial year the Charity operated with out of date, insufficient and non-robust policies and procedures, although proactive steps are being taken to rectify this issue.</p> <p>All Trustees give their time voluntarily and received no remuneration or other benefits.</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>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"> • 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</p>

	<p>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>
<p>Additional details on objectives and activities: (eg. Policy/details on grant making, Policy/detail on investment programme, Volunteers etc)</p>	<p>Having identified the lack of a sound financially robust grant application process, during the year the opportunity was taken to develop a revised Grant Aid Application Policy & Procedures document, incorporating Grant Application Guidelines and Grant Aid Application Form. This document, once approved, should ensure fairness and openness with regards to the awarding of grants, whilst providing all applicants with a standardised application form and process.</p>
<p>ACHIEVEMENTS & PERFORMANCE</p>	
<p>Summary of the main achievements of the Charity during the year:</p>	<p>As mention in previous years Charity Annual Reports there has 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, in September 2020 in an effort to identify the action required to 'reinvigorate' the Charity's activities. The second 'meeting' held in November 2020 was via means of a 'round-robin' e'mail to deal with the urgent business of having to replace the gas boiler in The Old School building.</p> <p>No grant aid awards were mad by The Bottesford Institute during the year.</p>
<p>Additional information on achievements and performance:</p>	<p>Following the above, mentioned meeting held on the 28th September 2020 an Action Plan & Next Steps was drawn up with the aim of 'reinvigorate' The Bottesford Institute's activities.</p> <p>The main focus identified was to bring the The Bottesford Institute's records at the Charity Commission up to date, which required 5 years accounts and annual reports to be submitted, which due to the dormant inactivity of the Charity meant records from 2015/16 to 2019/20 having to be retrospectively generated.</p> <p>In addition, it was identified that The Bottesford Institute did not have a formal Constitution or robust policies and procedures, instead tending to adopt/follow the Parish Council's way of doing things. As Trustee 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, hence steps taken to formulate a formal Constitution and to introduce a suite of policy and procedure documents.</p>

FINANCIAL REVIEW	
Details of any funds materially in deficit:	n/a - None
Brief statement of the Charity's policy on Reserves:	<p>Whilst not yet formally adopted, scheduled to be at a meeting of The Bottesford Institute's Board of Trustees in June 2021, the Charity's Reserves Policy's main focus when assessing the level Reserves needs to be on 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 2020/21 financial year the total Reserves were £36,431.94 which were split:</p> <ul style="list-style-type: none"> • The Old School Building Repair Fund Reserve - £25,448.95 • Grant Funds Reserve - £8,482.99 • Unallocated (General/Operational Reserve) - £2,500.00
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:	n/a – None The Charity does not currently make investments, all funds held in bank current account at HSBC.
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 Reserve to a level that more accurately reflected the amount of potential risk exposure.</p> <p>Although The Bottesford Institute failed to make any grant awards during the year, the Bottesford Parish Council did make awards to six local community groups within the Parish.</p>
Further Financial Review details: (eg. Details of Charity's principal source of funds, how expenditure	The Charity received full funds from both its income generating sources during the year, as well as receiving the outstanding £8,000 lease rent relating to 2019/20 from Leicestershire County Council in respect of the Bottesford Community Library. A total

<p>has supported the Charity's key objectives, Investment policy)</p>	<p>income of £21,500.00 was received (i.e. £5,500.00 & £8,000.00 plus the further £8,000.00 arrears).</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 £2,230.97, unanticipated repair/maintenance expenditure of £2,250.00 was incurred for a replacement gas boiler in The Old School building.</p> <p>With no grant awards being made the majority of the income, as mentioned previously, was applied to bolster Reserves, in particular The Old School Building Repair Fund Reserve by an amount of £12,764.27, with the remaining £4,254.76 being applied to the Grant Funds Reserve.</p>
<p>Trustee's responsibilities in relation to the Financial Statements:</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>
<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 coming year will see a renewed emphasis given to The Bottesford Institute and its charitable activities with grant awards being made.</p> <p>The Board of Trustees also intend explore the option of the The Bottesford Institute becoming a Charitable Incorporated Organisation (CIO).</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>	