

THE BOTTESFORD INSTITUTE – Year Ended 31st March 2023

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. Leigh Donger Cllr. Brian McInerney Cllr. Bob Sparham	
Officer Roles Undertake for the Trust:	Chairman: Secretary: Treasurer: Clerk to the Trustees:	Cllr. Lorraine Ainscough Cllr. Jane Bennett Cllr. Brian McInerney 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) or they decline to take on the Trustee role.</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 9th 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"> • Constitution document. • A Terms of Reference document. • Revised Standing Order document. • Revised Financial Regulations document. • Revised Financial Reserves Policy document. • A new Grant Aid Application Policy & Procedures document. <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

	<ul style="list-style-type: none"> • 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 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>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.</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 had been a period of inactivity, with The Bottesford Institute lying dormant and rarely meeting. However, during this financial year ??? meetings of the Trustees were held, these being on the ??th ??? 202? with the main focus being on ??????. The second 'meeting' was held on ??th ??? 202? and dealt with the approval of the annual report for the financial year ended 31st March 2022 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>One grant aid award was made by The Bottesford Institute during the year, which was for £1,500.00 to the Bottesford Community Heritage Project.</p>
<p>Additional information on achievements and performance:</p>	<p>As mention in previous 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. The Bottesford Institute has a formal Constitution and a suite of</p>

	policy and procedure documents that are specific to the running of The Bottesford Institute Charity.
FINANCIAL REVIEW	
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 Charity's Reserves Policy was adopted on the 09th June 2021 and this, 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 2022/23 financial year the total Reserves were £95,729.91 which were split:</p> <ul style="list-style-type: none"> • The Old School Building Repair Fund Reserve - £75,922.43 • Grant Funds Reserve - £17,307.48 • 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 Co-Op bank.
Grant awards:	<p>One grant award of £1,500.00 was made by The Bottesford Institute during the year which was to the Bottesford Community Heritage Project.</p> <p>Whilst the lack of grant awards was in part due to the 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>
Further Financial Review details: (eg. Details of Charity's principal source of funds, how expenditure	The Charity received funds from both its income generating sources during the year. A total income of £13,500.00 was received (i.e. £5,500.00 & £8,000), although £2,000.00 of the

<p>has supported the Charity's key objectives, Investment policy)</p>	<p>£8,000.00 Library Rental figure was funded by a grant/waiver by The Bottesford Institute.</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 £1,787.55, there was also the grant/waiver figure of £2,000.00 made as mentioned above.</p> <p>During the 2022/23 year a grant award of £1,500.00 was made to the Bottesford Community Heritage Project. The income remaining after allowing for expenditure, was applied to bolster Reserves, being split £6,046.84 to The Old School Building Repair Fund Reserve with the remaining £2,015.61 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 an emphasis given to protecting The Bottesford Institute's main asset, the Old School Building, focusing on the building's overdue maintenance and repair. Also, a renewed prominence will be given to The Bottesford Institute charitable activities with the aim of grant awards being made.</p>

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:	