

PRITTLEWELL PRIORY MUSEUM

England & Wales · Charity number 1027112

Details

Status Registered

Legal form Trust

Registered 1993-10-13

Register [View on the Charity Commission register](#)

Contact

Address Civic Centre
Victoria Avenue
Southend
Essex
SS2 6ER

Phone 01702215200

Email council@southend.gov.uk

Website www.southend.gov.uk

Activities

Objects: A MUSEUM FOR THE GENERAL BENEFIT OF THE INHABITANTS OF SOUTHEND-ON-SEA.

Activities: To provide a museum for the general benefit of the inhabitants of Southend-on-Sea

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** SOUTHEND-ON-SEA
- Southend-on-sea

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£124,022	£272,136	-	-
2024-03-31	£100,092	£248,284	-	-
2023-03-31	£136,664	£285,530	-	-
2022-03-31	£137,258	£286,224	-	-
2021-03-31	£117,482	£265,618	-	-

Trustees

Name	Role	Appointed
SOUTHEND ON SEA BOROUGH COUNCIL		

PRITTLEWELL PRIORY MUSEUM

England & Wales - Charity number 1027112

Accounts

PRITTLEWELL PRIORY MUSEUM

Charity Registration No 1027112

ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31st MARCH 2025

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Contents

Trustees Annual Report	1
Statement of Trustees' Responsibilities	4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the accounts	8

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Trustees Annual Report

The Trustee is pleased to present their report and accounts for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Trust's governing document, the Charities Act 2011 and the Statement of Recommended Practice, Charities SORP (FRS102).

Objectives and activities

To provide a museum for the general benefit of the inhabitants of Southend on Sea.

Prittlewell Priory Museum was given in trust to the Borough [sic] Council by Robert Arthur Jones in 1918 as part of the transfer to the Borough [sic] under trust of Priory Park.

The museum is now a listed building having originally been established in 1110 as a monastic residence.

The museum re-opened in June 2012 having been closed for extensive restoration and conservation work since September 2009 following the successful application for a Heritage Lottery Funding Bid. The site now features the public sponsored paving stones and new visitor centre.

The Trustees in making decisions about the Trust make those decisions with due regard to the objects of the Trust.

In addition, they have due regard to their legal duty to carry out the Trust's charitable purposes for the Public Benefit and the Charity Commissions' guidance thereon.

Prittlewell Priory Museum has remained available for all members of the public to benefit from and use freely for the purposes of recreation and pleasure throughout the period.

Achievements and performance

Prittlewell Priory Museum is currently maintained to allow the purposes in its Governing document set out below to take place during the financial year 2024-25.

The Trustee considers that the performance of the charity during the year was satisfactory.

Plans for the future

The Trustees intend to continue to expand the programme of events and enhance the quality of the visitor offer at Prittlewell Priory Museum.

Financial review

The total income for the year of £124,022 (2024: £100,092) includes a donation received from Southend City Council General Fund of £65,387 (2024: £54,384). This donation was received to cover the unrestricted deficit created by the fact that the cost of maintaining the museum exceeded the net income of the charity.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Reserves Policy

The trust does not need to hold reserves as any deficit which arises on the operation of the trust, should the trust have no funds to meet it, is funded by Southend on Sea City Council, which is sole trustee of the trust.

Going concern

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS102. There are no material uncertainties about the charity's ability to continue as a going concern.

Structure, governance and management

Governing documents

The Trust's Governing document is in the form of a Declaration of Trust made on 23 April 1992.

Trustee recruitment and training

Southend City Council elected members are corporate Trustees. Therefore, Councillors once elected become a corporate Trustee of the Trust.

Risk Assessment

The city council, when carrying out risk assessments for its own activities, includes within the assessment the activities of the trust, so any major risks applicable to the trust are covered by the council arranging appropriate insurance or having in place strategies to cover other contingencies.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Reference and administrative details

Trustee

Southend-on-Sea City Council

Secretary/Treasurer to the Trust

Southend-on-Sea City Council

Address

Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ER

Independent Examiner

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Barclays Bank Plc
1-3 Haymarket Towers
Humberstone Gate
Leicester
LE1 1WA

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and the income and expenditure of the Charity for that period.

In preparing those accounts, the Trustees are required to:


- Select suitable and applicable accounting policies and then apply them consistently.
- Make judgement and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with charity legislation and the relevant governing instruments. They are responsible for safeguarding the Charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Results

The Trust's financial results are as per the annexed accounts.

By order of the Trustees

Signed	
	Joe Chesterton (Jan 27, 2026 16:47:46 GMT)
	Joe Chesterton, Executive Director (Finance & Resources)
Date	27/01/26

Independent Examiner's Report

I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Cummins FCCA FCIE

For and on behalf of TC Group

Office: Steyning, West Sussex

Dated: 29 January 2026

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Statement of Financial Activities

	Note	2024/25 Unrestricted Funds £	2024/25 Restricted Funds £	2024/25 Endowment Funds £	2024/25 Total Funds £	2023/24 Total Funds £
Income From						
Donations	3	67,254	-	-	67,254	56,933
Investments	4	41	-	-	41	33
Charitable activities	5	56,727	-	-	56,727	43,126
Total Income		124,022	-	-	124,022	100,092
Expenditure on						
Charitable activities	6	151,265	-	120,871	272,136	248,284
Total expenditure		151,265	-	120,871	272,136	248,284
Net expenditure and net movement in funds		(27,243)	-	(120,871)	(148,114)	(148,192)
Reconciliation of Funds						
Total funds brought forward		490,392	4,928	1,690,670	2,185,990	2,334,186
Total funds carried forward		463,149	4,928	1,569,799	2,037,876	2,185,990

All income and gains for the year are recognised on the statement of financial activities. All the Charity's activities are classified as continuing.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Balance Sheet

		2024/25 Total Funds	2023/24 Total Funds
	Note	£	£
Fixed Assets			
Tangible Assets	7	463,149	490,392
Heritage Assets	7	1,569,799	1,690,670
Total Fixed Assets		2,032,948	2,181,062
Current Assets			
Cash at bank and in hand		5,878	5,768
Total Current Assets		5,878	5,768
Liabilities			
Creditors: Amounts falling due within one year	8	(950)	(840)
Net current assets	9	4,928	4,928
Total assets		2,037,876	2,185,990
The funds of the charity			
Endowment funds	10	1,569,799	1,690,670
Restricted income funds	11	4,928	4,928
Unrestricted funds		463,149	490,392
Total charity funds		2,037,876	2,185,990

Approved by the Trustee and signed on its behalf by an authorised signatory.

Signed Joe Chesterton
 Joe Chesterton (Jan 27, 2026 16:47:46 GMT)
 Joe Chesterton, Executive Director (Finance & Resources)
 Southend on Sea City Council for the Trustee

Date 27/01/26

Notes to the accounts

Note 1 Legal Status

Prittlewell Priory Museum is an unincorporated charity registered in England and Wales (charity number 1027112).

Note 2 Accounting Policies

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), and the Charities Act 2011.

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern given the continued support of Southend City Council.

The financial statements are prepared in Pounds Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Cash Flow Statement

In accordance with the Charities SORP (FRS 102) the charity is claiming exemption from the requirement to prepare a cash flow statement on account of it being a small charity.

Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Charitable activities - represent income from rent and are recognised when receivable.

Investment income is accounted for when receivable.

Expenditure

Expenditure is accounted for on an accruals basis exclusive of the element of VAT which is recoverable by Southend City Council in accordance with VAT Notice 749 para 7.5.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Note 2 Accounting Policies (continued)

Fixed assets and depreciation

Tangible and heritage fixed assets are capitalised at cost. Land is not depreciated. Buildings are depreciated on a straight-line basis over a period of 27-30 years.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. A separate bank account is maintained by the Trust, this is used for donations from the public and expenditure related to the sponsored pavers scheme. All other income and expenditure pass through the City Council's account, and its cash balances are held within the City Council's general bank account.

Creditors and provisions

Creditors and provisions are recognised where the charity has present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Note 3 Income from Donations

Donations of £1,867 (2024: £2,549) were received from the public.

Donations of £65,387 (2024: £54,384) were from Southend City Council as the funding required to make up the operational deficit for the year. This donation is equitably apportioned across all operational trust expenditure. Included in the donation of £65,387 (2024: £56,934) are the following donated services:

	2025	2024
	£	£
Employees – seconded staff	37,810	38,695
Administration	298	285
	38,108	38,980

Note 4 Income from Investments

Investment income is from interest earned on the cash balances held.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Note 5 Income from Charitable Activities

	2025	2024
	£	£
Sales	32,482	33,183
Facilities Hire	12,876	-
Fees & Charges	11,369	9,943
	<u>56,727</u>	<u>43,126</u>

Note 6 Cost of Charitable Activities

	2025	2024
	£	£
Employees	69,725	68,081
Building/Ground Maintenance	10,503	14,512
Utilities	17,261	(10,734)
Transport	299	-
Insurance	12,550	12,450
Supplies & Services	12,185	14,520
Depreciation	148,114	148,114
Governance costs	950	840
Administration	549	501
	<u>272,136</u>	<u>248,284</u>

The support costs incurred are the administration services provided by Southend City Council and governance costs. Total support costs for the year were £1,499 (2024: £1,341).

Governance costs comprise solely of fees paid to independent examiners. During the year £950 (2024: £840) was paid to the independent examiner in respect of examination services.

Employee costs relate to employees of the Council.

No staff were remunerated over £60,000 in the year.

The charity is managed by Southend City Council and doesn't have any key management personnel.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Note 7 Fixed Assets

The Prittlewell Priory Museum land and buildings are recognised in the accounts as heritage assets.

	£ Tangible Assets	£ Heritage Assets	£ Total
Asset cost, valuation, or revalued amount			
Balances as at 01/04/24 and 31/03/25	804,723	3,613,017	4,417,740
Accumulated depreciation and impairment reviews			
Balance brought forward @ 01/04/24	314,331	1,922,347	2,236,678
Charge for the year	27,243	120,871	148,114
Balance carried forward @ 31/03/25	341,574	2,043,218	2,384,792
Net Book Value			
Brought forward @ 01/04/24	490,392	1,690,670	2,181,062
Carried forward @ 31/03/25	463,149	1,569,799	2,032,948

Note 8 Creditors

Amounts falling due within one year

	2025 £	2024 £
Accruals	950	840

Note 9 Net Current Assets

The net current asset of £4,928 (2024: £4,928) reflects the closing balance of the separate bank account held by the Prittlewell Priory Museum Trust.

Note 10 Endowment fund

The endowment fund arose from Robert Arthur Jones' donation of the Prittlewell Priory Museum in 1918.

Note 11 Restricted fund

The restricted fund represents amounts received to be specifically used for the improvement of Prittlewell Priory Museum.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Note 12 Trustee remuneration

No trustee was paid in respect of their services as a trustee in 2024 or 2025 and no expenditure was reimbursed.

Note 13 Related Party Transactions

During the year the trustee (Southend City Council) donated £65,387 (2024: £54,384) to the Trust in respect of the funding required to cover the operational deficit for the year. Southend City Council collected a further £56,727 (2024: £43,126) in respect of other charitable income. The Trust paid the Council £123,072 in respect of operating costs for the year (2024: £99,252).

Note 14 Comparative funds

	2023/24 Unrestricted Funds £	2023/24 Restricted Funds £	2023/24 Endowment Funds £	2023/24 Total Funds £
Income From				
Donations	56,933	-	-	56,933
Investments	33	-	-	33
Charitable activities	43,126	-	-	43,126
Total Income	100,092	-	-	100,092
Expenditure on				
Charitable activities	127,335	78	120,871	248,284
Total expenditure	127,335	78	120,871	248,284
Net expenditure and net movement in funds	(27,243)	(78)	(120,871)	(148,192)
Reconciliation of funds				
Total funds brought forward	517,634	5,006	1,811,546	2,334,186
Total funds carried forward	490,392	4,928	1,690,670	2,185,990

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2025

Note 15 Net Assets Between Funds

Year Ending 31st March 2025

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	463,149	-	1,569,799	2,032,948
Current Assets	950	4,928	-	5,878
Current Liabilities	(950)	-	-	(950)
Total	463,149	4,928	1,569,799	2,037,876

Year Ending 31st March 2024

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	490,392	-	1,690,670	2,181,062
Current Assets	840	4,928	-	5,768
Current Liabilities	(840)	-	-	(840)
Total	490,392	4,928	1,690,670	2,185,990

PRITTLEWELL PRIORY MUSEUM

England & Wales - Charity number 1027112

Accounts

PRITTLEWELL PRIORY MUSEUM

Charity Registration No 1027112

ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31st MARCH 2024

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Contents

Trustees Annual Report	1
Statement of Trustees' Responsibilities	4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the accounts	8

Trustees Annual Report

The Trustee is pleased to present their report and accounts for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Trust's governing document, the Charities Act 2011 and the Statement of Recommended Practice, Charities SORP (FRS102).

Objectives and activities

To provide a museum for the general benefit of the inhabitants of Southend on Sea.

Prittlewell Priory Museum was given in trust to the Borough [*sic*] Council by Robert Arthur Jones in 1918 as part of the transfer to the Borough [*sic*] under trust of Priory Park.

The museum is now a listed building having originally been established in 1110 as a monastic residence.

The museum re-opened in June 2012 having been closed for extensive restoration and conservation work since September 2009 following the successful application for a Heritage Lottery Funding Bid. The site now features the public sponsored paving stones and new visitor centre.

The Trustees in making decisions about the Trust make those decisions with due regard to the objects of the Trust.

In addition, they have due regard to their legal duty to carry out the Trust's charitable purposes for the Public Benefit and the Charity Commissions' guidance thereon.

Prittlewell Priory Museum has remained available for all members of the public to benefit from and use freely for the purposes of recreation and pleasure throughout the period.

Achievements and performance

Prittlewell Priory Museum is currently maintained to allow the purposes in its Governing document set out below to take place during the financial year 2023-24.

The Trustee considers that the performance of the charity during the year was satisfactory.

Plans for the future

The Trustees intend to continue to expand the programme of events and enhance the quality of the visitor offer at Prittlewell Priory Museum.

Financial review

The total income for the year of £100,092 (2023: £136,664) includes a donation received from Southend City Council General Fund of £54,384 (2023 £95,981). This donation was received to cover the unrestricted deficit created by the fact that the cost of maintaining the museum exceeded the net income of the charity.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Reserves Policy

The trust does not need to hold reserves as any deficit which arises on the operation of the trust, should the trust have no funds to meet it, is funded by Southend on Sea City Council, which is sole trustee of the trust.

Going concern

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS102. There are no material uncertainties about the charity's ability to continue as a going concern.

Structure, governance and management

Governing documents

The Trust's Governing document is in the form of a Declaration of Trust made on 23rd April 1992.

Trustee recruitment and training

Southend City Council elected members are corporate Trustees. Therefore, Councillors once elected become a corporate Trustee of the Trust.

Risk Assessment

The city council, when carrying out risk assessments for its own activities, includes within the assessment the activities of the trust, so any major risks applicable to the trust are covered by the council arranging appropriate insurance or having in place strategies to cover other contingencies.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Reference and administrative details

Trustee

Southend-on-Sea City Council

Secretary/Treasurer to the Trust

Southend-on-Sea City Council

Address

Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ER

Independent Examiner

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Barclays Bank Plc
1-3 Haymarket Towers
Humberstone Gate
Leicester
LE1 1WA

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and the income and expenditure of the Charity for that period.

In preparing those accounts, the Trustees are required to:

- Select suitable and applicable accounting policies and then apply them consistently.
- Make judgement and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with charity legislation and the relevant governing instruments. They are responsible for safeguarding the Charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Results

The Trust's financial results are as per the annexed accounts.

By order of the Trustees

Signed

J Chesterton

J Chesterton (Feb 10, 2025 13:46 GMT)

Joe Chesterton, Executive Director (Finance & Resources)

Date Feb 10, 2025

Independent Examiner's Report

I report on the accounts of the Trust for the year ended 31st March 2024, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

TC Group

Mark Cummins FCCA FCIE

For and on behalf of TC Group

Office: Steyning, West Sussex

Dated: 19th February 2025

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Statement of Financial Activities

	Note	2023/24 Unrestricted Funds £	2023/24 Restricted Funds £	2023/24 Endowment Funds £	2023/24 Total Funds £	2022/23 Total Funds £
Income From						
Donations	3	56,933	-	-	56,933	97,796
Investments	4	33	-	-	33	13
Charitable activities	5	43,126	-	-	43,126	38,855
Total Income		100,092	-	-	100,092	136,664
Expenditure on						
Charitable activities	6	127,335	78	120,871	248,284	285,530
Total expenditure		127,335	78	120,871	248,284	285,530
Net expenditure and net movement in funds		(27,243)	(78)	(120,871)	(148,192)	(148,866)
Reconciliation of Funds						
Total funds brought forward		517,634	5,006	1,811,546	2,334,186	2,483,052
Total funds carried forward		490,392	4,928	1,690,670	2,185,990	2,334,186

All income and gains for the year are recognised on the statement of financial activities. All the Charity's activities are classified as continuing.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Balance Sheet

		2023/24	2022/23
		Total	Total
		Funds	Funds
	Note	£	£
Fixed Assets			
Tangible Assets	7	490,392	517,635
Heritage Assets	7	1,690,670	1,811,541
Total Fixed Assets		2,181,062	2,329,176
Current Assets			
Cash at bank and in hand		5,768	5,666
Total Current Assets		5,768	5,666
Liabilities			
Creditors: Amounts falling due within one year	8	(840)	(660)
Net current assets	9	4,928	5,006
Total assets		2,185,990	2,334,182
The funds of the charity			
Endowment funds	10	1,690,670	1,811,541
Restricted income funds	11	4,928	5,006
Unrestricted funds		490,392	517,635
Total charity funds		2,185,990	2,334,182

Approved by the Trustee and signed on its behalf by an authorised signatory.

<p>Signed</p> <p style="font-size: 1.2em; font-family: cursive;"><i>J Chesterton</i></p> <p style="font-size: 0.8em; color: blue;">J Chesterton (Feb 10, 2025 13:46 GMT)</p> <p style="font-size: 0.8em;">Joe Chesterton, Executive Director (Finance & Resources) Southend on Sea City Council for the Trustee</p> <p style="margin-top: 10px;">Date 10/2/25</p>
--

Notes to the accounts

Note 1 Legal Status

Prittlewell Priory Museum is an unincorporated charity registered in England and Wales (charity number 1027112).

Note 2 Accounting Policies

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Charities Act 2011.

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern given the continued support of Southend City Council.

The financial statements are prepared in Pounds Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Cash Flow Statement

In accordance with the Charities SORP (FRS 102) the charity is claiming exemption from the requirement to prepare a cash flow statement on account of it being a small charity.

Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Charitable activities - represent income from rent and are recognised when receivable.

Investment income is accounted for when receivable.

Expenditure

Expenditure is accounted for on an accruals basis exclusive of the element of VAT which is recoverable by Southend City Council in accordance with VAT Notice 749 para 7.5.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Note 2 Accounting Policies (continued)

Fixed assets and depreciation

Tangible and heritage fixed assets are capitalised at cost. Land is not depreciated. Buildings are depreciated on a straight-line basis over a period of 27-30 years.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. A separate bank account is maintained by the Trust, this is used for donations from the public and expenditure related to the sponsored pavers scheme. All other income and expenditure pass through the City Council's account, and its cash balances are held within the City Council's general bank account.

Creditors and provisions

Creditors and provisions are recognised where the charity has present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Note 3 Income from Donations

Donations of £2,549 (2023: £1,815) were received from the public.

Donations of £54,384 (2023: £95,981) were from Southend City Council as the funding required to make up the operational deficit for the year. This donation is equitably apportioned across all operational trust expenditure. Included in the donation of £56,934 (2023: £97,796) are the following donated services:

	2024	2023
	£	£
Employees – seconded staff	38,695	42,738
Administration	285	314
	<u>38,980</u>	<u>43,052</u>

Note 4 Income from Investments

Investment income is from interest earned on the cash balances held.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Note 5 Income from Charitable Activities

	2024	2023
	£	£
Sales	33,183	23,101
Fees & Charges	9,943	15,754
	43,126	38,855

Note 6 Cost of Charitable Activities

	2024	2023
	£	£
Employees	68,081	60,053
Building/Ground Maintenance	14,512	18,552
Utilities	(10,734)	38,860
Insurance	12,450	9,800
Supplies & Services	14,520	9,050
Depreciation	148,114	148,114
Governance costs	840	660
Administration	501	441
	248,284	285,530

The support costs incurred are the administration services provided by Southend City Council and governance costs. Total support costs for the year were £1,341 (2023: £1,101).

Governance costs comprise solely of fees paid to independent examiners. During the year £840 (2023: £660) was paid to the independent examiner in respect of examination services.

Employee costs relate to employees of the Council.

No staff were remunerated over £60,000 in the year.

The charity is managed by Southend City Council and doesn't have any key management personnel.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Note 7 Fixed Assets

The Prittlewell Priory Museum land and buildings are recognised in the accounts as heritage assets.

	£ Tangible Assets	£ Heritage Assets	£ Total
Asset cost, valuation, or revalued amount			
Balances as at 01/04/23 and 31/03/24	804,723	3,613,017	4,417,740
Accumulated depreciation and impairment reviews			
Balance brought forward @ 01/04/23	287,088	1,801,476	2,088,564
Charge for the year	27,243	120,871	148,114
Balance carried forward @ 31/03/24	314,331	1,922,347	2,236,678
Net Book Value			
Brought forward @ 01/04/23	517,635	1,811,541	2,329,176
Carried forward @ 31/03/24	490,392	1,690,670	2,181,062

Note 8 Creditors

Amounts falling due within one year

	2024	2023
	£	£
Other Creditors	840	660

Note 9 Net Current Assets

The net current asset of £4,928 (2023: £5,006) reflects the closing balance of the separate bank account held by the Prittlewell Priory Museum Trust.

Note 10 Endowment fund

The endowment fund arose from Robert Arthur Jones' donation of the Prittlewell Priory Museum in 1918.

Note 11 Restricted fund

The restricted fund represents amounts received to be specifically used for the improvement of Prittlewell Priory Museum.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Note 12 Trustee remuneration

No trustee was paid in respect of their services as a trustee in 2023 or 2024 and no expenditure was reimbursed.

Note 13 Related Party Transactions

During the year the trustee (Southend City Council) donated £54,384 (2023: £95,981) to the Trust in respect of the funding required to cover the operational deficit for the year. Southend City Council collected a further £45,126 (2023: £38,855) in respect of other charitable income. The Trust paid the Council £99,252 in respect of operating costs for the year (2023: £136,003).

Note 14 Comparative funds

	2022/23 Unrestricted Funds £	2022/23 Restricted Funds £	2022/23 Endowment Funds £	2022/23 Total Funds £
Income From				
Donations	97,796	-	-	97,796
Investments	13	-	-	13
Charitable activities	38,855	-	-	38,855
Total Income	136,664	-	-	136,664
Expenditure on				
Charitable activities	163,907	752	120,871	285,530
Total expenditure	163,907	752	120,871	285,530
Net expenditure and net movement in funds	(27,243)	(752)	(120,871)	(148,866)
Reconciliation of funds				
Total funds brought forward	544,877	5,758	1,932,417	2,483,052
Total funds carried forward	517,634	5,006	1,811,546	2,334,186

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2024

Note 15 Net Assets Between Funds

Year Ending 31st March 2024

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	490,392	-	1,690,670	2,181,062
Current Assets	840	4,928	-	5,768
Current Liabilities	(840)	-	-	(840)
Total	490,392	4,928	1,690,670	2,185,990

Year Ending 31st March 2023

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	517,635	-	1,811,541	2,329,176
Current Assets	660	5,006	-	5,666
Current Liabilities	(660)	-	-	(660)
Total	517,635	5,006	1,811,541	2,334,182

PRITTLEWELL PRIORY MUSEUM

England & Wales - Charity number 1027112

Accounts

PRITTLEWELL PRIORY MUSEUM

Charity Registration No 1027112

ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31st MARCH 2023

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Contents

Trustees Annual Report	1
Statement of Trustees' Responsibilities	4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the accounts	8

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Trustees Annual Report

The Trustee is pleased to present their report and accounts for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Trust's governing document, the Charities Act 2011 and the Statement of Recommended Practice, Charities SORP (FRS102).

Objectives and activities

To provide a museum for the general benefit of the inhabitants of Southend on Sea.

Prittlewell Priory Museum was given in trust to the Borough Council by Robert Arthur Jones in 1918 as part of the transfer to the Borough under trust of Priory Park.

The museum is now a listed building having originally been established in 1110 as a monastic residence.

The museum re-opened in June 2012 having been closed for extensive restoration and conservation work since September 2009 following the successful application for a Heritage Lottery Funding Bid. The site now features the public sponsored paving stones and new visitor centre.

The Trustees in making decisions about the Trust make those decisions with due regard to the objects of the Trust.

In addition, they have due regard to their legal duty to carry out the Trust's charitable purposes for the Public Benefit and the Charity Commissions' guidance thereon.

Prittlewell Priory Museum has remained available for all members of the public to benefit from and use freely for the purposes of recreation and pleasure throughout the period.

Achievements and performance

Prittlewell Priory Museum is currently maintained to allow the purposes in its Governing document set out below to take place during the financial year 2022-23.

The Trustee considers that the performance of the charity during the year was satisfactory.

Plans for the future

The Trustees intend to continue to expand the programme of events and enhance the quality of the visitor offer at Prittlewell Priory Museum.

Financial review

The total income for the year of £136,664 (2022: £137,258) includes a donation received from Southend City Council General Fund of £95,981 (2022 £121,267). This donation was received to cover the unrestricted deficit created by the fact that the cost of maintaining the museum exceeded the net income of the charity.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Reserves Policy

The trust does not need to hold reserves as any deficit which arises on the operation of the trust, should the trust have no funds to meet it, is funded by Southend on Sea City Council, which is sole trustee of the trust.

Going concern

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS102. There are no material uncertainties about the charity's ability to continue as a going concern.

Structure, governance and management

Governing documents

The Trust's Governing document is in the form of a Declaration of Trust made on 23rd April 1992.

Trustee recruitment and training

Southend City Council elected members are corporate Trustees. Therefore, Councillors once elected become a corporate Trustee of the Trust.

Risk Assessment

The city council, when carrying out risk assessments for its own activities, includes within the assessment the activities of the trust, so any major risks applicable to the trust are covered by the council arranging appropriate insurance or having in place strategies to cover other contingencies.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Reference and administrative details

Trustee

Southend-on-Sea City Council

Secretary/Treasurer to the Trust

Southend-on-Sea City Council

Address

Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6EP

Independent Examiner

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Barclays Bank Plc
1-3 Haymarket Towers
Humberstone Gate
Leicester
LE1 1WA

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and the income and expenditure of the Charity for that period.

In preparing those accounts, the Trustees are required to:

- Select suitable and applicable accounting policies and then apply them consistently.
- Make judgement and estimates that are reasonable and prudent.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with charity legislation and the relevant governing instruments. They are responsible for safeguarding the Charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Results

The Trust's financial results are as per the annexed accounts.

By order of the Trustees

Signed

J Chesterton

J Chesterton (Mar 14, 2024 17:22 GMT)

Joe Chesterton, Executive Director (Finance & Resources)

Date Mar 14, 2024

Independent Examiner's Report

I report on the accounts of the Trust for the year ended 31st March 2023, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

TC Group

Mark Cummins FCCA

For and on behalf of TC Group

Office: Steyning, West Sussex

Dated: *15 March 2024.*

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Statement of Financial Activities

	Note	2022/23 Unrestricted Funds £	2022/23 Restricted Funds £	2022/23 Endowment Funds £	2022/23 Total Funds £	2021/22 Total Funds £
Income From						
Donations	3	97,796	-	-	97,796	121,267
Investments	4	13	-	-	13	1
Charitable activities	5	38,855	-	-	38,855	15,990
Total Income		136,664	-	-	136,664	137,258
Expenditure on						
Charitable activities	6	163,907	752	120,871	285,530	286,224
Total expenditure		163,907	752	120,871	285,530	286,224
Net income/expenditure and net movement in funds		(27,243)	(752)	(120,871)	(148,866)	(148,966)
Reconciliation of Funds						
Total funds brought forward		544,877	5,758	1,932,417	2,483,052	2,632,014
Total funds carried forward		517,634	5,006	1,811,546	2,334,186	2,483,048

All income and gains for the year are recognised on the statement of financial activities. All the Charity's activities are classified as continuing.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Balance Sheet

		2022/23 Total Funds	2021/22 Total Funds
	Note	£	£
Fixed Assets			
Tangible Assets	7	517,635	544,878
Heritage Assets	7	1,811,541	1,932,412
Total Fixed Assets		<u>2,329,176</u>	<u>2,477,290</u>
Current Assets			
Cash at bank and in hand		5,666	6,388
Total Current Assets		<u>5,666</u>	<u>6,388</u>
Liabilities			
Creditors: Amounts falling due within one year	8	(660)	(630)
Net current assets/(liabilities)	9	5,006	5,758
Total assets less current liabilities		<u>2,334,182</u>	<u>2,483,048</u>
The funds of the charity			
Endowment funds	10	1,811,541	1,932,412
Restricted income funds	11	5,006	5,758
Unrestricted funds		517,635	544,878
Total charity funds		<u>2,334,182</u>	<u>2,483,048</u>

Approved by the Trustee and signed on its behalf by an authorised signatory.

<p>Signed</p> <p style="font-size: 1.2em; font-family: cursive;"><u>J Chesterton</u></p> <p style="font-size: 0.8em; color: blue;">J Chesterton (Mar 14, 2024 17:22 GMT)</p> <p>Joe Chesterton, Executive Director (Finance & Resources) Southend on Sea City Council for the Trustee</p> <p>Date 14th March 2024</p>
--

Notes to the accounts

Note 1 Legal Status

Prittlewell Priory Museum is an unincorporated charity registered in England and Wales (charity number 1027112).

Note 2 Accounting Policies

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Charities Act 2011.

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern given the continued support of Southend City Council.

Cash Flow Statement

In accordance with the Charities SORP (FRS 102) the charity is claiming exemption from the requirement to prepare a cash flow statement on account of it being a small charity.

Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Charitable activities - represent income from rent and are recognised when receivable.

Investment income is accounted for when receivable.

Expenditure

Expenditure is accounted for on an accruals basis exclusive of the element of VAT which is recoverable by Southend City Council in accordance with VAT Notice 749 para 7.5.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised at cost. Land is not depreciated. Buildings are depreciated on a straight-line basis over a period of 27-30 years.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. No separate bank account is maintained by the Trust, therefore all income and expenditure pass through the City Council's account, and its cash balances are held within the City Council's general bank account.

Creditors and provisions

Creditors and provisions are recognised where the charity has present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Note 3 Income from Donations

Donations of £1,815 (2022: £0) were received from the public.

Donations of £95,981 (2022: £121,267) were from Southend City Council as the funding required to make up the operational deficit for the year. This donation is equitably apportioned across all operational trust expenditure. Included in the donation of £97,796 (2022: £121,267) are the following donated services:

	2023	2022
	£	£
Employees – seconded staff	42,738	49,926
Administration	314	320
	<u>43,052</u>	<u>50,246</u>

Note 4 Income from Investments

Investment income is from interest earned on the cash balances held.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Note 5 Income from Charitable Activities

	2023	2022
	£	£
Sales	23,101	12,555
Fees & Charges	15,754	3,435
Sponsored Pavers (restricted fund)	-	-
	38,855	15,990

Note 6 Cost of Charitable Activities

	2023	2022
	£	£
Employees	60,053	56,861
Building/Ground Maintenance	18,552	48,601
Utilities	38,860	20,924
Insurance	9,800	8,550
Supplies & Services	9,050	2,179
Depreciation	148,114	148,114
Governance costs	660	630
Administration	441	365
	285,530	286,224

The support costs incurred are the administration services provided by Southend City Council and governance costs. Total support costs for the year were £1,101 (2022: £995).

Governance costs comprise solely of fees paid to independent examiners. During the year £660 (2022: £630) was paid to the independent examiner in respect of examination services.

Employee costs relate to employees of the Council.

No staff were remunerated over £60,000 in the year.

The charity is managed by Southend City Council and doesn't have any key management personnel.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Note 7 Fixed Assets

The Prittlewell Priory Museum land and buildings are recognised in the accounts as heritage assets.

	£	£	£
	Tangible Assets	Heritage Assets	Total
Asset cost, valuation, or revalued amount			
Balance brought forward @ 01/04/22	804,723	3,613,017	4,417,740
Balance carried forward @ 31/03/23	804,723	3,613,017	4,417,740
Accumulated depreciation and impairment reviews			
Balance brought forward @ 01/04/22	259,845	1,680,605	1,940,450
Charge for the year	27,243	120,871	148,114
Balance carried forward @ 31/03/23	287,088	1,801,386	2,088,564
Net Book Value			
Brought forward @ 01/04/22	544,878	1,932,412	2,477,290
Carried forward @ 31/03/23	517,635	1,811,541	2,329,176

Note 8 Creditors

Amounts falling due within one year

	2023	2022
	£	£
Other Creditors	660	630

Note 9 Net Current Assets

The net current asset of £5,006 (2022: £5,758) reflects the closing balance of the separate bank account held by the Prittlewell Priory Museum Trust.

Note 10 Endowment fund

The endowment fund arose from Robert Arthur Jones' donation of the Prittlewell Priory Museum in 1918.

Note 11 Restricted fund

The restricted fund represents amounts received to be specifically used for the improvement of Prittlewell Priory Museum.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Note 12 Trustee remuneration

No trustee was paid in respect of their services as a trustee in 2022 or 2023 and no expenditure was reimbursed.

Note 13 Related Party Transactions

During the year the trustee (Southend City Council) donated £95,981 (2022: £121,267) to the Trust in respect of the funding required to cover the operational deficit for the year. Southend City Council collected a further £38,855 (2022: £15,990 in respect of other charitable income. The Trust paid the Council £136,003 in respect of operating costs for the year (2022: £136,628).

Note 14 Comparative funds

	2021/22 Unrestricted Funds £	2021/22 Restricted Funds £	2021/22 Endowment Funds £	2021/22 Total Funds £
Income From				
Donations	121,267	-	-	121,267
Investments	1	-	-	1
Charitable activities	15,990	-	-	15,990
Total Income	<u>137,258</u>	<u>-</u>	<u>-</u>	<u>137,258</u>
Expenditure on				
Charitable activities	164,501	852	120,871	286,224
Total expenditure	<u>164,501</u>	<u>852</u>	<u>120,871</u>	<u>286,224</u>
Net income/expenditure and net movement in funds	<u>(27,243)</u>	<u>(852)</u>	<u>(120,871)</u>	<u>(148,966)</u>

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2023

Note 15 Net Assets Between Funds

Year Ending 31st March 2023

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	517,634	-	1,811,546	2,329,180
Current Assets	660	5,006	-	5,666
Current Liabilities	(660)	-	-	(660)
Total	517,634	5,006	1,811,546	2,334,186

Year Ending 31st March 2022

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	544,878	-	1,932,412	2,477,290
Current Assets	630	5,758	-	6,388
Current Liabilities	(630)	-	-	(630)
Total	544,878	5,758	1,932,412	2,483,048

PRITTLEWELL PRIORY MUSEUM

England & Wales - Charity number 1027112

Accounts

PRITTLEWELL PRIORY MUSEUM

Charity Registration No 1027112

ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31st MARCH 2022

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Contents

Trustees Annual Report	1
Statement of Trustees' Responsibilities	4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the accounts	8

Trustees Annual Report

The Trustee is pleased to present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Trust's governing document, the Charities Act 2011 and the Statement of Recommended Practice, Charities SORP (FRS102).

Objectives and activities

To provide a museum for the general benefit of the inhabitants of Southend on Sea.

Prittlewell Priory Museum was given in trust to the Borough Council by Robert Arthur Jones in 1918 as part of the transfer to the Borough under trust of Priory Park.

The museum is now a listed building having originally been established in 1110 as a monastic residence.

The museum re-opened in June 2012 having been closed for extensive restoration and conservation work since September 2009 following the successful application for a Heritage Lottery Funding Bid. The site now features the public sponsored paving stones and new visitor centre.

The Trustees in making decisions about the Trust make those decisions with due regard to the objects of the Trust.

In addition, they have due regard to their legal duty to carry out the Trust's charitable purposes for the Public Benefit and the Charity Commissions' guidance thereon.

Prittlewell Priory Museum has remained available for all members of the public to benefit from and use freely for the purposes of recreation and pleasure throughout the period.

Achievements and performance

Prittlewell Priory Museum is currently maintained to allow the purposes in its Governing document set out below to take place during the financial year 2021-22.

The Coronavirus restrictions were eased from 12th April 2021, as outlined in the Government's roadmap. Prittlewell Priory Museum reopened as soon as it had an approved COVID-19 risk assessment in place. Operating hours returned to 'normal', and the Museum was open for 196 days during the year.

The Trustee considers that, under the circumstances, the performance of the charity during the year was satisfactory.

Plans for the future

Continue to expand the programme of events and enhance the quality of the visitor offer at Prittlewell Priory Museum.

Financial review

The total income for the year of £137,258 (2021: £117,482) includes a donation received from Southend City Council General Fund of £121,267 (2021 £115,380). This donation was received to cover the unrestricted deficit created by the fact that the cost of maintaining the museum exceeded the net income of the charity.

Reserves Policy

The trust does not need to hold reserves as any deficit which arises on the operation of the trust, should the trust have no funds to meet it, is funded by Southend on Sea City Council, which is sole trustee of the trust.

Going concern

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS102. There are no material uncertainties about the charity's ability to continue as a going concern.

Structure, governance and management

Governing documents

The Trust's Governing document is in the form of a Declaration of Trust made on 23rd April 1992.

Trustee recruitment and training

Southend City Council elected members are corporate Trustees. Therefore, Councillors once elected become a corporate Trustee of the Trust.

Risk Assessment

The city council, when carrying out risk assessments for its own activities, includes within the assessment the activities of the trust, so any major risks applicable to the trust are covered by the council arranging appropriate insurance or having in place strategies to cover other contingencies.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Reference and administrative details

Trustee

Southend-on-Sea City Council

Secretary/Treasurer to the Trust

Southend-on-Sea City Council

Address

Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6EP

Independent Examiner

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Barclays Bank Plc
1-3 Haymarket Towers
Humberstone Gate
Leicester
LE1 1WA

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and the income and expenditure of the Charity for that period.

In preparing those accounts, the Trustees are required to:

- Select suitable and applicable accounting policies and then apply them consistently
- Make judgement and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the organisation will continue in business

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with charity legislation and the relevant governing instruments. They are responsible for safeguarding the Charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Results

The Trust's financial results are as per the annexed accounts.

By order of the Trustees

Signed

J Chesterton

[J Chesterton \(Mar 12, 2024 08:07 GMT\)](#)

Joe Chesterton, Executive Director (Finance & Resources)

Date Mar 12, 2024

Independent Examiner's Report

I report on the accounts of the Trust for the year ended 31st March 2022, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mark Cummins FCCA

For and on behalf of TC Group

Office: Steyning, West Sussex

Dated:

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Statement of Financial Activities

		2021/22	2021/22	2021/22	2021/22	2020/21
		Unrestricted	Restricted	Endowment	Total	Total
		Funds	Funds	Funds	Funds	Funds
	Note	£	£	£	£	£
Income From						
Donations	3	121,267	-	-	121,267	115,380
Investments	4	1	-	-	1	3
Charitable activities	5	15,990	-	-	15,990	2,099
Total Income		137,258	-	-	137,258	117,482
Expenditure on Charitable activities	6	164,501	852	120,871	286,224	265,618
Total expenditure		164,501	852	120,871	286,224	265,618
Net income/expenditure and net movement in funds		(27,243)	(852)	(120,871)	(148,966)	(148,136)
Reconciliation of Funds						
Total funds brought forward		572,121	6,610	2,053,283	2,632,014	2,780,150
Total funds carried forward		544,878	5,758	1,932,412	2,483,048	2,632,014

All income and gains for the year are recognised on the statement of financial activities. All the Charity's activities are classified as continuing.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Balance Sheet

	Note	2021/22 Total Funds £	2020/21 Total Funds £
Fixed Assets			
Tangible Assets	7	544,878	572,121
Heritage Assets	7	<u>1,932,412</u>	<u>2,053,283</u>
Total Fixed Assets		<u>2,477,290</u>	<u>2,625,404</u>
Current Assets			
Cash at bank and in hand		<u>6,388</u>	<u>7,230</u>
Total Current Assets		<u>6,388</u>	<u>7,230</u>
Liabilities			
Creditors: Amounts falling due within one year	8	<u>(630)</u>	<u>(620)</u>
Net current assets/(liabilities)	9	<u>5,758</u>	<u>6,610</u>
Total assets less current liabilities		<u>2,483,048</u>	<u>2,632,014</u>
The funds of the charity			
Endowment funds	10	1,932,412	2,053,283
Restricted income funds	11	5,758	6,610
Unrestricted funds		<u>544,878</u>	<u>572,121</u>
Total charity funds		<u>2,483,048</u>	<u>2,632,014</u>

Approved by the Trustee and signed on its behalf by an authorised signatory.

Signed

J Chesterton

[J Chesterton \(Mar 12, 2024 08:07 GMT\)](#)

Joe Chesterton, Executive Director (Finance & Resources)
Southend on Sea City Council for the Trustee

Date 12/03/24

Notes to the accounts

Note 1 Legal Status

Prittlewell Priory Museum is an unincorporated charity registered in England and Wales (charity number 1027112).

Note 2 Accounting Policies

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Charities Act 2011.

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern given the continued support of Southend Borough Council.

Cash Flow Statement

In accordance with the Charities SORP (FRS 102) the charity is claiming exemption from the requirement to prepare a cash flow statement on account of it being a small charity.

Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Charitable activities - represent income from rent and are recognised when receivable.

Investment income is accounted for when receivable.

Expenditure

Expenditure is accounted for on an accruals basis exclusive of the element of VAT which is recoverable by Southend City Council in accordance with VAT Notice 749 para 7.5.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised at cost. Land is not depreciated. Buildings are depreciated on a straight-line basis over a period of 27-30 years.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. No separate bank account is maintained by the Trust, therefore all income and expenditure pass through the Borough Council's account, and its cash balances are held within the Borough Council's general bank account.

Creditors and provisions

Creditors and provisions are recognised where the charity has present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Note 3 Income from Donations

Donations of £0 (2021: £305) were received from the public.

Donations of £121,267 (2021: £115,380) were from Southend City Council as the funding required to make up the operational deficit for the year. This donation is equitably apportioned across all operational trust expenditure. Included in the donation of £121,267 (2021: £115,380) are the following donated services:

	2022	2021
	£	£
Employees – seconded staff	49,926	35,030
Administration	320	338
	50,246	35,368

Note 4 Income from Investments

Investment income is from interest earned on the cash balances held.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Note 5 Income from Charitable Activities

	2022	2021
	£	£
Sales	12,555	1,849
Fees & Charges	3,435	-
Sponsored Pavers (restricted fund)	-	250
	15,990	2,099

Note 6 Cost of Charitable Activities

	2022	2021
	£	£
Employees	56,861	35,597
Building/Ground Maintenance	48,601	48,812
Utilities	20,924	16,164
Insurance	8,550	8,100
Supplies & Services	2,179	7,868
Depreciation	148,114	148,114
Governance costs	630	620
Administration	365	343
	286,224	265,618

The support costs incurred are the administration services provided by Southend City Council and governance costs. Total support costs for the year were £995 (2021: £963).

Governance costs comprise solely of fees paid to independent examiners. During the year £630 (2021: £620) was paid to the independent examiner in respect of examination services.

Employee costs relate to employees of the Council.

No staff were remunerated over £60,000 in the year.

The charity is managed by Southend City Council and doesn't have any key management personnel.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Note 7 Fixed Assets

The Prittlewell Priory Museum land and buildings are recognised in the accounts as heritage assets.

	£	£	£
Asset cost, valuation, or revalued amount	Tangible Assets	Heritage Assets	Total
Balance brought forward @ 01/04/21	804,723	3,613,017	4,417,740
Balance carried forward @ 31/03/22	804,723	3,613,017	4,417,740
 Accumulated depreciation and impairment reviews			
Balance brought forward @ 01/04/21	232,602	1,559,734	1,792,336
Charge for the year	27,243	120,871	148,114
Balance carried forward @ 31/03/22	259,845	1,680,605	1,940,450
 Net Book Value			
Brought forward @ 01/04/21	572,121	2,053,283	2,625,404
Carried forward @ 31/03/22	544,878	1,932,412	2,477,290

Note 8 Creditors

Amounts falling due within one year

	2022	2021
	£	£
Other Creditors	630	620

Note 9 Net Current Assets

The net current asset of £5,758 (2021: £6,610) reflects the closing balance of the separate bank account held by the Prittlewell Priory Museum Trust.

Note 10 Endowment fund

The endowment fund arose from Robert Arthur Jones' donation of the Prittlewell Priory Museum in 1918.

Note 11 Restricted fund

The restricted fund represents amounts received to be specifically used for the improvement of Prittlewell Priory Museum.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Note 12 Trustee remuneration

No trustee was paid in respect of their services as a trustee in 2021 or 2022 and no expenditure was reimbursed.

Note 13 Related Party Transactions

During the year the trustee (Southend Borough Council) donated £121,267 (2021: £115,380) to the Trust in respect of the funding required to cover the operational deficit for the year. Southend Borough Council collected a further £15,990 (2021: £2,099 in respect of other charitable income. The Trust paid the Council £136,628 in respect of operating costs for the year (2021: £116,612).

Note 14 Comparative funds

		2020/21 Unrestricted Funds £	2020/21 Restricted Funds £	2020/21 Endowment Funds £	2020/21 Total Funds £
Income From					
Donations	3	115,380	-	-	115,380
Investments	4	3	-	-	3
Charitable activities	5	1,849	250	-	2,099
Total Income		117,232	250	-	117,482
Expenditure on					
Charitable activities	6	144,477	270	120,871	265,618
Total expenditure		144,477	270	120,871	265,618
Net income/expenditure and net movement in funds		(27,245)	(20)	(120,871)	(148,136)

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2022

Note 15 Net Assets Between Funds

Year Ending 31st March 2022

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	544,877	-	1,932,417	2,477,294
Current Assets	630	5,758	-	6,388
Current Liabilities	(630)	-	-	(630)
Total	544,877	5,758	1,932,417	2,483,052

Year Ending 31st March 2021

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	572,121	-	2,053,283	2,625,404
Current Assets	620	6,610	-	7,230
Current Liabilities	(620)	-	-	(620)
Total	572,121	6,610	2,053,283	2,632,014

160 Prittlewell Priory Museum Trust 2021-22

Final Audit Report

2024-03-12

Created:	2024-03-11
By:	Elizabeth Anslow (elizabethanslow@southend.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgTQLYjMrYYk-AMc2Ay9VYrV6k07r8GM8

"160 Prittlewell Priory Museum Trust 2021-22" History

-  Document created by Elizabeth Anslow (elizabethanslow@southend.gov.uk)
2024-03-11 - 4:10:17 PM GMT- IP address: 2.24.143.126
-  Document emailed to joechesterton@southend.gov.uk for signature
2024-03-11 - 4:11:46 PM GMT
-  Email viewed by joechesterton@southend.gov.uk
2024-03-12 - 8:06:43 AM GMT- IP address: 104.47.11.62
-  Signer joechesterton@southend.gov.uk entered name at signing as J Chesterton
2024-03-12 - 8:07:18 AM GMT- IP address: 86.153.200.166
-  Document e-signed by J Chesterton (joechesterton@southend.gov.uk)
Signature Date: 2024-03-12 - 8:07:20 AM GMT - Time Source: server- IP address: 86.153.200.166
-  Agreement completed.
2024-03-12 - 8:07:20 AM GMT

PRITTLEWELL PRIORY MUSEUM

England & Wales - Charity number 1027112

Accounts

PRITTLEWELL PRIORY MUSEUM

Charity Registration No 1027112

ANNUAL REPORT & ACCOUNTS

YEAR ENDED 31st MARCH 2021

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Contents

Trustees Annual Report	1
Statement of Trustees' Responsibilities	4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the accounts	8

Trustees Annual Report

The Trustee is pleased to present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Trust's governing document, the Charities Act 2011 and the Statement of Recommended Practice, Charities SORP (FRS102).

Objectives and activities

To provide a museum for the general benefit of the inhabitants of Southend on Sea.

Prittlewell Priory Museum was given in trust to the Borough Council by Robert Arthur Jones in 1918 as part of the transfer to the Borough under trust of Priory Park.

The museum is now a listed building having originally been established in 1110 as a monastic residence.

The museum re-opened in June 2012 having been closed for extensive restoration and conservation work since September 2009 following the successful application for a Heritage Lottery Funding Bid. The site now features the public sponsored paving stones and new visitor centre.

The Trustees in making decisions about the Trust make those decisions with due regard to the objects of the Trust.

In addition they have due regard to their legal duty to carry out the Trust's charitable purposes for the Public Benefit and the Charity Commissions' guidance thereon.

Prittlewell Priory Museum has remained available for all members of the public to benefit from and use freely for the purposes of recreation and pleasure throughout the period.

Achievements and performance

Prittlewell Priory Museum is currently maintained to allow the purposes in its Governing document set out below to take place during the financial year 2020-21.

Between 1st April 2020 and 31st March 2021 the Museum was only able to be open for 93 days, this was as a result of Government restrictions in response to the Coronavirus pandemic.

The Trustee considers that, under the circumstances, the performance of the charity during the year was satisfactory.

Plans for the future

The Trustees are looking forward to the easing of Government restrictions from 12th April 2021, as outlined in their roadmap. The Museum and Visitor Centre will reopen as soon as is practicably possible, subject to approval of a COVID-19 risk assessment.

Financial review

The total income for the year of £117,482 (2020: £157,182) includes a donation received from Southend Borough Council General Fund of £115,380 (2020: £131,182). This donation was received to cover the unrestricted deficit created by the fact that the cost of maintaining the museum exceeded the net income of the charity.

Reserves Policy

The trust does not need to hold reserves as any deficit which arises on the operation of the trust, should the trust have no funds to meet it, is funded by Southend on Sea Borough Council, which is sole trustee of the trust.

Going concern

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS102. There are no material uncertainties about the charity's ability to continue as a going concern.

Structure, governance and management

Governing documents

The Trust's Governing document is in the form of a Declaration of Trust made on 23rd April 1992.

Trustee recruitment and training

Southend Borough Council elected members are corporate Trustees. Therefore Councillors once elected become a corporate Trustee of the Trust.

Risk Assessment

The borough council, when carrying out risk assessments for its own activities, includes within the assessment the activities of the trust, so any major risks applicable to the trust are covered by the council arranging appropriate insurance or having in place strategies to cover other contingencies.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Reference and administrative details

Trustee

Southend-on-Sea Borough Council

Secretary/Treasurer to the Trust

Southend-on-Sea Borough Council

Address

Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6EP

Independent Examiner

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers

Barclays Bank Plc
1-3 Haymarket Towers
Humberstone Gate
Leicester
LE1 1WA

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and the income and expenditure of the Charity for that period.

In preparing those accounts, the Trustees are required to:

- Select suitable and applicable accounting policies and then apply them consistently
- Make judgement and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the organisation will continue in business

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with charity legislation and the relevant governing instruments. They are responsible for safeguarding the Charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Results

The Trust's financial results are as per the annexed accounts.

By order of the Trustees

Signed



Joe Chesterton, Executive Director (Finance & Resources)

Date 18th March 2022

Independent Examiner's Report

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

TC Group

Mark Cummins FCCA

For and on behalf of TC Group

Office: Steyning

Dated: 23 March 2022

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Statement of Financial Activities

		2020/21	2020/21	2020/21	2020/21	2019/20
		Unrestricted	Restricted	Endowment	Total	Total
	Note	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£
Income From						
Donations	3	115,380	-	-	115,380	131,182
Investments	4	3	-	-	3	5
Charitable activities	5	1,849	250	-	2,099	25,995
Total Income		117,232	250	-	117,482	157,182
Expenditure on						
Charitable activities	6	144,477	270	120,871	265,618	305,670
Total expenditure		144,477	270	120,871	265,618	305,670
Net income/expenditure and net movement in funds		(27,245)	(20)	(120,871)	(148,136)	(148,488)
Reconciliation of Funds						
Total funds brought forward		599,364	6,632	2,174,154	2,780,150	2,928,638
Total funds carried forward		572,119	6,612	2,053,283	2,632,014	2,780,150

All income and gains for the year are recognised on the statement of financial activities. All the Charity's activities are classified as continuing.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Balance Sheet

		2020/21	2019/20
		Total	Total
		Funds	Funds
	Note	£	£
Fixed Assets			
Tangible Assets	7	572,121	599,364
Heritage Assets	7	2,053,283	2,174,154
Total Fixed Assets		<u>2,625,404</u>	<u>2,773,518</u>
Current Assets			
Cash at bank and in hand		7,230	7,262
Total Current Assets		<u>7,230</u>	<u>7,262</u>
Liabilities			
Creditors: Amounts falling due within one year	8	(620)	(630)
Net current assets/(liabilities)	9	<u>6,610</u>	<u>6,632</u>
Total assets less current liabilities		<u>2,632,014</u>	<u>2,780,150</u>
The funds of the charity			
Endowment funds	10	2,053,283	2,174,154
Restricted income funds	11	6,610	6,632
Unrestricted funds		572,121	599,364
Total charity funds		<u>2,632,014</u>	<u>2,780,150</u>

Approved by the Trustee and signed on its behalf by an authorised signatory.

Signed



Joe Chesterton, Executive Director (Finance & Resources)
Southend on Sea Borough Council for the Trustee

Date 18th March 2022

Notes to the accounts

Note 1 Legal Status

Prittlewell Priory Museum is an unincorporated charity registered in England and Wales (charity number 1027112).

Note 2 Accounting Policies

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Charities Act 2011.

Prittlewell Priory Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern given the continued support of Southend Borough Council.

Cash Flow Statement

In accordance with the Charities SORP (FRS 102) the charity is claiming exemption from the requirement to prepare a cash flow statement on account of it being a small charity.

Income

Donations and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Charitable activities - represent income from rent and are recognised when receivable.

Investment income is accounted for when receivable.

Expenditure

Expenditure is accounted for on an accruals basis exclusive of the element of VAT which is recoverable by Southend Borough Council in accordance with VAT Notice 749 para 7.5.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised at cost. Land is not depreciated. Buildings are depreciated on a straight line basis over a period of 27-30 years.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. No separate bank account is maintained by the Trust, therefore all income and expenditure passes through the Borough Council's account, and its cash balances are held within the Borough Council's general bank account.

Creditors and provisions

Creditors and provisions are recognised where the charity has present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Note 3 Income from Donations

Donations of £305 (2020: £0) were received from the public.

Donations of £114,455 (2020: £131,182) were from Southend Borough Council as the funding required to make up the operational deficit for the year. This donation is equitably apportioned across all operational trust expenditure. Included in the donation of £114,455 (2020: £131,182) are the following donated services:

	2021	2020
	£	£
Employees – seconded staff	35,030	86,020
Administration	338	262
	35,368	86,282

Note 4 Income from Investments

Investment income is from interest earned on the cash balances held.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Note 5 Income from Charitable Activities

	2021	2020
	£	£
Sales	1,849	9,827
Fees & Charges	-	15,818
Sponsored Pavers (restricted fund)	250	350
	2,099	25,995

Note 6 Cost of Charitable Activities

	2021	2020
	£	£
Employees	35,597	103,039
Building/Ground Maintenance	48,812	18,627
Utilities	16,164	20,278
Insurance	8,100	7,250
Supplies & Services	7,868	7,418
Depreciation	148,114	148,114
Governance costs	620	630
Administration	343	314
	265,618	305,670

The support costs incurred are the administration services provided by Southend Borough Council and governance costs. Total support costs for the year were £963 (2020: £944).

Governance costs comprise solely of fees paid to independent examiners. During the year £620 (2020: £630) was paid to the independent examiner in respect of examination services.

Employee costs relate to employees of the Council.

No staff were remunerated over £60,000 in the year.

The charity is managed by Southend Borough Council and doesn't have any key management personnel.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Note 7 Fixed Assets

The Prittlewell Priory Museum land and buildings are recognised in the accounts as heritage assets.

	£	£	£
	Tangible Assets	Heritage Assets	Total
Asset cost, valuation or revalued amount			
Balance brought forward @ 01/04/20	804,723	3,613,017	4,417,740
Balance carried forward @ 31/03/21	804,723	3,613,017	4,417,740
Accumulated depreciation and impairment reviews			
Balance brought forward @ 01/04/20	205,359	1,438,863	1,644,222
Charge for the year	27,243	120,871	148,114
Balance carried forward @ 31/03/21	232,602	1,559,734	1,792,336
Net Book Value			
Brought forward @ 01/04/20	599,364	2,174,154	2,773,518
Carried forward @ 31/03/21	572,121	2,053,283	2,625,404

Note 8 Creditors

Amounts falling due within one year

	2021	2020
	£	£
Other Creditors	620	630

Note 9 Net Current Assets

The net current asset of £6,610 (2020: £6,632) reflects the closing balance of the separate bank account held by the Prittlewell Priory Museum Trust.

Note 10 Endowment fund

The endowment fund arose from Robert Arthur Jones' donation of the Prittlewell Priory Museum in 1918.

Note 11 Restricted fund

The restricted fund represents amounts received to be specifically used for the improvement of Prittlewell Priory Museum.

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Note 12 Trustee remuneration

No trustee was paid in respect of their services as a trustee in 2020 or 2021 and no expenditure was reimbursed.

Note 13 Related Party Transactions

During the year the trustee (Southend Borough Council) donated £115,380 (2020: £131,182) to the Trust in respect of the funding required to cover the operational deficit for the year. Southend Borough Council collected a further £1,849 (2020: £25,645) in respect of other charitable income. The Trust paid the Council £116,612 in respect of operating costs for the year (2020: £184,075).

Note 14 Comparative funds

		2020/21	2020/21	2020/21	2020/21
		Unrestricted	Restricted	Endowment	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
Income From					
Donations	3	131,182	-	-	131,182
Investments	4	5	-	-	5
Charitable activities	5	25,645	350	-	25,995
Total Income		156,832	350	-	157,182
Expenditure on					
Charitable activities	6	184,075	724	120,871	305,670
Total expenditure		184,074	724	120,871	305,670
Net income/expenditure and net movement in funds		(27,243)	(374)	(120,871)	(148,488)

PRITTLEWELL PRIORY MUSEUM
Charity Registration No 1027112
Year Ended 31st March 2021

Note 15 Net Assets Between Funds

Year Ending 31st March 2021

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	572,121	-	2,053,283	2,625,404
Current Assets	620	6,610	-	7,230
Current Liabilities	(620)	-	-	(620)
Total	572,121	6,610	2,053,283	2,632,014

Year Ending 31st March 2020

	Unrestricted	Restricted	Endowment	Total
Fixed Assets	599,364	-	2,174,154	2,773,518
Current Assets	630	6,632	-	7,262
Current Liabilities	(630)	-	-	(630)
Total	599,364	6,632	2,174,154	2,780,150

Document Activity Report

Document Sent

Wed, 30 Mar 2022 09:59:25 GMT

Document Activity History

Document history shows most recent activity first

Date

Activity

You can verify that this is a genuine Portal document by uploading it to the following secure web page:

<https://tcgroup.accountantspace.co.uk/messages/VerifyDocument>