

Company registration number: 3488337

Charity registration number: 1068540

The Priest's House Museum Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

The Priest's House Museum Trust

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THE PRIEST'S HOUSE MUSEUM TRUST

Report of the Trustees for the Year Ended 31 March 2022



Young refugees from around the world explored issues of home, identity and being part of a community in our 'Objects and Stories' project. Photograph: Richard Frewer.

The Priest's House Museum Trust

Report of the Trustees for the Year Ended 31 March 2022

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The Trustees have adopted the provisions of 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) (January 2022).

OBJECTIVES AND ACTIVITIES

The Charity's purposes are set out in the objects contained in the Memorandum and Articles of Association of the Priest's House Museum Trust. The Trust's objects are:

- 1) To advance education for the public benefit, in particular but not exclusively in the archaeology and social history of Wimborne and East Dorset as told through its heritage, landscapes and stories of the people in the area;
- 2) To provide and maintain a museum and information service at the property known as the Priest's House in Wimborne or such other buildings, and in pursuit of that object:
 - to borrow and loan artefacts and archives relating to the area;
 - to manage, document, conserve and safeguard the museum collections and holdings;
 - to exhibit, interpret and provide public access to the museum collections and holdings;
 - to provide learning experiences and activities for the public;
 - to provide exhibitions, conferences, workshops and other events;
 - to research, promote and publish studies of the area;
 - to provide an information service to the public.
- 3) To undertake any other charitable purpose.

INTRODUCTION

The Museum of East Dorset is the cultural hub and place to visit to learn more about the history of the area. It is an Arts Council England Accredited Museum. Its collections include rare and unique exhibits of local and national significance, which preserve and celebrate the culture and stories of the local people from prehistory to the present day.

The Museum of East Dorset rightly has a reputation for excellence in its schools' programmes. It engages with the local community through changing exhibitions, events and outreach and offers enjoyment, learning and inspiration to visitors of all ages.

The museum and information centre are housed in a Grade II* listed building, which dates from late Elizabethan/early Jacobean times, with its own heritage-planted walled garden. The museum is located opposite the Minster Church in Wimborne.

The ongoing Covid-19 pandemic continued to have an impact on museum activity throughout this reporting period.

STRATEGY AND FUTURE PLANS

Following on from the launch of an updated business strategy in 2021, this year saw the completion of a new Forward Plan for 2021 - 2023. The plan translates the strategy into tangible actions against which the team can deliver, ensuring we are able to measure our progress towards our strategic priorities. As a small museum delivering big ambitions, it is essential that we are able to focus our resources where they will have the most impact.

We have continued our work to create more sustainable income streams for the museum, with a focus on increasing visitor numbers to the museum. This work will be ongoing across 2022/2023 and will include a full review of our marketing to ensure we are accurately targeting our priority local and family audiences. By improving financial sustainability, the museum can continue to provide high quality services to the East Dorset community and deliver real public benefit through its learning and community engagement activities. We know that the future of museums continues to be precarious, with reduced council funding likely and increased competition for grants.

The Trust will continue to align its aims with those of its key strategic partners: Arts Council England, National Lottery Heritage Fund (NLHF) and Dorset Council. The museum is grateful for the financial contribution it receives from Dorset Council through the Service Level Agreement, which provides vital funds to support our work.

Looking forward, 2022/23 will see the final delivery of the National Lottery Heritage Fund activity plan, including the creation of two new volunteer teams: Research and Preventive Conservation. Both will drive forward work in these key areas. We will also be setting up an Inclusion Group for the museum, which will act as an advisory group to ensure we are progressing our ambitions to improve access for all to the museum. We look forward to working with Wimborne Community Theatre group again to create a new theatrical production inspired by our collection, with workshops for schools and young people.

Vision

Hilda Coles' vision for her museum, 1960:

"... in the best sense of the word, a 'live' museum - a centre of education and culture, continually changing its displays and appealing to children as well as to adults" (*Western Gazette*, 2 December 1960).

Vision 2021 - 2025

We aspire to celebrate our rich heritage through a vibrant museum and cultural hub which connects people with the past and offers enjoyment, learning and inspiration to visitors of all ages.

Mission

To become a dynamic heritage and cultural centre for all, and a quality attraction in the area.

We will achieve this through the following objectives:

1. Provide a compelling value-for-money experience for all ages which generates repeat visits and recommendations.
2. Help people to discover, share and engage with the stories of East Dorset on site and digitally
3. Improve collections care, management and knowledge
4. Develop our understanding and relationship with different communities in East Dorset and beyond
5. Diversify/increase income streams from Museum of East Dorset and East Dorset Information Centre
6. Ensure staff and volunteers are appreciated and supported to effectively deliver their roles
7. Improve efficiency of operations, ensuring key processes, procedures and information are readily accessible.

Values and behaviours

- Celebrate East Dorset's heritage and culture by providing a sense of community and place
- Deliver a WOW experience through our museum services for all ages
- Embrace change: be open-minded to the possibilities it brings
- Create welcoming and safe spaces of interaction, participation and engagement - face to face and online
- Be imaginative and innovative; create fun wherever possible
- Offer authentic, knowledge-based growth and learning opportunities
- Build open and honest relationships which respect people, through communications
- Build a positive team spirit with all stakeholders
- Be accessible and inclusive in all we do
- Stay true to Hilda's vision to be there for future generations

The Priest's House Museum Trust

Report of the Trustees for the Year Ended 31 March 2022

People

During this reporting period, we have had several staff changes at the museum, including Director Emma Ayling's departure in May and the recruitment of Chezzie Hollow as Director in September. We said goodbye to James Webb, Acting Director in December 2021. September also saw Rachel Vivian our Learning and Community Engagement Officer leave for new opportunities, with Lara Longford joining the museum.

As always, our success as a museum is dependent on the support and dedication of the staff and over 80 volunteers who contribute thousands of hours to ensure we achieve our vision. The museum continues to develop a strong volunteer programme which offers a range of opportunities where people can use or develop skills, become part of a community and enhance their wellbeing. The museum has developed new roles where specialist skills can be used in a positive way to implement change.

REVIVAL PROJECT

The final formal snagging for the Revival Project was completed early 2022. As we welcome more visitors to the museum, we discover where further tweaks can be made to ensure that we offer the best possible experience to visitors. We are also pleased to have completed the new volunteer break room which offers some much-needed space where people can relax.

In October, the museum held a party to thank those who had been involved in the capital works for the Revival Project. Sponsors and funders, architect, building contractors, consultants, project manager, Trustees, staff and other contributors were finally able to come together and raise a toast to the new museum and information centre.



Left: Stephen Boyce, National Lottery Heritage Fund (NLHF), expresses his delight at the completion of the capital works. Right: Philippa Davies and Stephen Boyce, NLHF; Claire Fear, Conservation Architect, Thread; Sara Marshall, Chair of the Priest's House Museum Trust; and Jane Alexander, Project Manager.

REVIVAL PROJECT ACTIVITY PLAN

The grant from the National Lottery Heritage Fund also supports the delivery of an activity plan up until the end of 2023. This programme of events and activities enables existing and target audiences to increase their understanding of local heritage, while helping to develop civic pride, self-worth and empowerment. Some of the dynamic activities which have taken place include:

Exhibitions

Sir Ernest Kaye Le Fleming, Local Hero and Early Influencer

This exhibition celebrated the life and achievements of Ernest Kaye Le Fleming (1872 - 1946), a local GP who reached national prominence as Chairman of the British Medical Association. Ernest was an enthusiastic collector. In 1962, when the museum opened, his photographs and objects became an important part of our collection. Thanks to him, we can display the nationally significant collection of Victorian Valentines, which he saved from being pulped during the war.

Remembering Ian Willis

The museum celebrated this well known, and much loved, local character who was born and bred in Wimborne. His home, Serles House, and particularly its garden, became famous for quirky and creative design and 'interesting' artefacts. Ian was a keen supporter of the Museum of East Dorset. Over the years, he donated many items to the collection.



Left: Curator with a stuffed crocodile, taken in lieu of cash payment by Sir Ernest Kaye Le Fleming for his services as a doctor.

Right: Panel from Remembering Ian Willis display.

Report of the Trustees
for the Year Ended 31 March 2022

East Dorset Celebrates, 70 years of fun and festivities

In February, we celebrated the Queen's Platinum Jubilee with the Queen's portrait and bunting in the main museum window.

A significant amount of time was devoted to the planning of a new temporary exhibition to be opened in April 2022. For the first time, the whole team worked together to create the exhibition, resulting in an offer to appeal to all audiences, including families. The exhibition will continue to evolve throughout 2022, offering great value for our members and annual pass holders.

Learning and community

Learning and community engagement is a core element of the museum's work. We are proud to continue developing in this area to provide a memorable experience for our local community.

Schools have slowly started to re-book following the disruption of 2020, and we will need to continue engaging and encouraging bookings next year. Our new Learning and Community Engagement Officer, who joined us in September, has fully updated and refreshed our learning offer to ensure it meets the current needs for schools.

We have been busy planning a new partnership with In Jolly Good Company to bring their dementia friendly activities to a central Wimborne location. This exciting offer will launch at the museum in April 2022.

The Reminiscence group, in partnership with Wimborne Library, has continued to meet, when possible, offering a chance to chat and share memories.

A Holiday Activities and Food (HAF) session was held in the summer holidays, funded by Dorset Council. This brought children from low-income families to the museum for a four-hour session, with a free hot meal as well as art and craft activities.

Millstream Theatre, facilitated by Persuasion Arts and State of Play, has continued to meet and provide exceptional opportunities to the local community. Millstream has been successful in obtaining a new grant to support its work.

Family activities

From the Great Pudding Stir in December to our ever-popular Little Explorer craft activities in school holidays, there is more for families to enjoy at the museum than ever before. Our February Little Explorers considered the environment and recycling and was co-hosted with Dorset Wildlife Trust.



Report of the Trustees
for the Year Ended 31 March 2022

'Objects and Stories'

This four-week programme in conjunction with DEED (a local global education charity) involved young refugees from around the world who are now studying at Bournemouth & Poole College. 'Objects and Stories' explored issues of home, identity and being part of a community with Drama Specialist, Sharon Muiruri Coyne. This project was a reminder of the museum's role in bringing people together and sharing stories, ensuring we are at the heart of the community. The project concluded with a powerful celebration performance.



The young people particularly enjoyed the Victorian kitchen as they recognised many items which are still being used in their homes today. Photograph: Richard Frewer.

Events

A flourishing events programme continued to go from strength to strength as lockdown restrictions lifted.

Talks

In October, Dr Simon Mays of Historic England gave a lecture on the museum's Iron Age TB skeleton, an artefact of national significance, which has received 83 citations in scientific publications over the years. He discussed what the disease might have meant for this person and his community and also suggested possible avenues of future research.

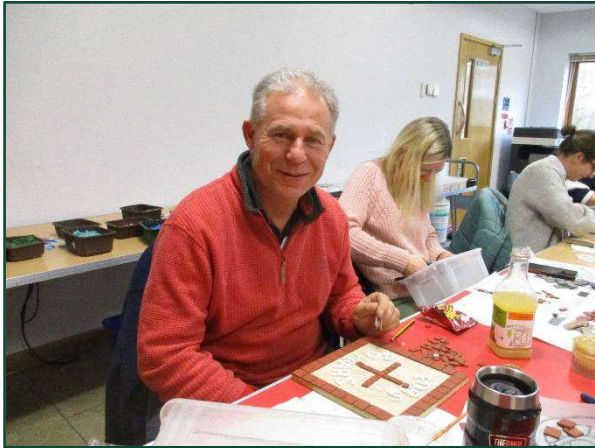
In February, Professor Alistair Pike from the University of Southampton delivered a ZOOM lecture where he discussed how human movement can be detected in teeth, and how this is helping us understand the arrival of past diseases into Britain, and even Neanderthal hunting strategies. The lecture was followed by a Q&A session.

The Priest's House Museum Trust

Report of the Trustees for the Year Ended 31 March 2022

Workshops

Our lifelong learning workshop programme has grown to include new suppliers and types of crafts. Based on the success of this year, an evening programme will run alongside the existing daytime programme in 2022/23. It will be aimed at a slightly different audience and will offer alternative crafts and workshops.



Workshops: Mosaics, calligraphy and printmaking (Linocut)

Model Railway

In October, we were delighted to welcome Wimborne Model Railway who put on an exhibition in the Hilda Coles Centre. There was a real buzz on site with many visitors coming just to see them and learn more about the fascinating history of the Wimborne Railway. More weekends will be planned in 2022.

Halloween

Our first 'Museum by Torchlight' Halloween event was a sell-out success with 49 tickets sold. This gave families the chance to see the museum in a whole new light! Spooky music added to the atmosphere, with a pumpkin trail and themed biscuit decorating providing plenty to do. This event will be extended next year to allow more families to take part in the fun.

Report of the Trustees
for the Year Ended 31 March 2022

Christmas

Our Christmas offer was very successful. From the Great Pudding Stir to our ever-popular Christmas Shopping Evening, the museum was full of festive cheer. The Community Christmas Tree included decorations made by local schools and care homes; museum visitors were able to add their own Christmas wishes. The Victorian Kitchen was decorated with greenery, much from the garden, and new interpretation boards shared Georgian and Victorian Christmas traditions.

A display of Christmas and New Year cards from the late Victorian and Edwardian eras was particularly popular as many had never been displayed before.



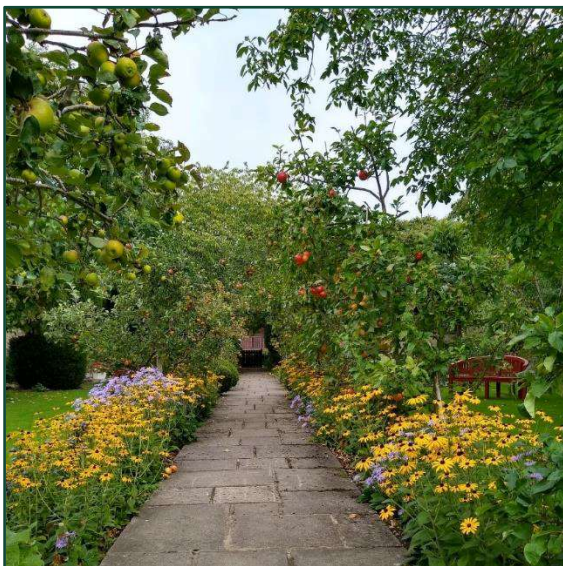
OTHER ACTIVITIES

East Dorset Tourist Information Centre

The information centre, managed by the Trust since January 2014, continues to deliver a quality service of local information to both the community and visitors to the area. The service is combined with the main entrance to the Museum of East Dorset, which also includes the shop and second-hand bookshop, both of which are free to enter. Further local makers have been added to the shop stock, ensuring there is always something new and locally crafted to be found.

Garden

The gardening team has worked tirelessly to maintain our wildlife friendly walled garden. Produce from the garden, including heritage fruit varieties, is sold to support the upkeep of the garden and ensure visitors can take a piece of us home with them. We started to offer garden tours this year as a new income stream. Although these started relatively late in the season they have proved extremely popular, giving visitors an opportunity to explore our beautiful heritage garden in more depth.



Membership scheme

The Trust's existing members has always provided invaluable financial support through their subscriptions and attendance at events. Their support enables key services to be delivered which enhance the local community and provide real public benefit. Many of our members also support the museum through volunteering, generously sharing their skills and experience. As some of our biggest advocates locally, members make a real contribution to our work.

Public benefit

The Board of Trustees has referred to the Charity Commission's general guidance on public benefit when reviewing the museum's aims and objectives and in planning activities. In particular, the Board considers how planned activities will contribute to the aims and objectives set out in the museum's Forward Plan.

The Priest's House Museum Trust

Report of the Trustees for the Year Ended 31 March 2022

FINANCIAL REPORT

Total income of the Trust was £296,410 (2021: £610,899). Due to the enforced closure of the museum at certain times of the year, and government-imposed restrictions related to the pandemic, the commercial income derived from museum and other activities was significantly lower than would be expected in a normal year. However, we received £91,524 in emergency grant funding from various sources, including the Heritage Emergency Fund and Dorset Council, which helped to compensate for the lower commercial income.

Also included in grant income are funds received from the National Lottery Heritage Fund for the Revival Project amounting to £76,612. The property refurbishment part of this project was successfully completed during the year. The Trust also received a grant of £nil (2021: £70,000) from Dorset County Council.

The Trust received donations and legacies amounting to £12,317 (2021: £23,150). The museum is extremely grateful to the donors for their generous gifts and to all donors, large and small, for their continued support.

Expenditure on museum activities was £473,386 (2021: £426,835).

At the year-end, total unrestricted funds held were £916,971 (2021: £1,075,636). Restricted funds held were £1,467,346 (2021: £1,485,657).

Reserve policy

The Trust aims to maintain unrestricted funds, the free reserves of the Charity, at a level sufficient to ensure that all unrestricted expenditure outstanding at any one time can be met. Enhancements or improvements will not be approved unless the Trustees are satisfied that the need has been properly justified and the funds are or will be available to meet the relevant expenditure.

The Trustees have continued their policy of maintaining a minimum reserve (Contingency Reserve) equal to the estimated fixed costs of running the museum for a six-month period if closed. This policy, together with emergency financial support from the Heritage Emergency Fund and Dorset Council, has ensured that the Trust has had the necessary financial resources to cope with the adverse effects of the pandemic.

Investment policy

The Trust receives an income on an annual basis through entrance fees, donations, charitable activities and other sources. It budgets to expend all anticipated income, whilst maintaining a prudent amount in reserves each year. Existing investments remain on deposit at the best rate available with organisations authorized by the Financial Conduct Authority and covered by the Financial Services Compensation Scheme.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Priest's House Museum Trust is a company limited by guarantee, governed by its Memorandum and Articles of Association, and is a registered charity. The members of the museum are subscribing members; in the event of the Trust being wound up, the liability of the guarantee is limited to £10 per member.

At the 2021 AGM, members voted to approve the proposed amended Articles of Association to allow an AGM to be held on a electronic platform.

Recruitment and appointment of new Trustees

As set out in the Articles of Association, the Trustees retire by rotation and are elected by members attending the Annual General Meeting (AGM). Trustees can co-opt to the Board during the year and seek confirmation at the next AGM. When considering the appointment of a trustee, due regard is given to a balance of skills to ensure that the Board has as wide a knowledge base as possible. The Trust operates an open recruitment policy for trustees with advertisements placed both locally and nationally as required. Trustees are interviewed before an appointment is made.

Organisation structure

The Board of Trustees, which comprises a maximum complement of 10, oversees the administration of the charity and its trading subsidiary. The Board meets at least four times a year to discuss strategy, finance and other important aspects of the charity's business. It employs a full-time Director who has responsibility for the day-to-day activities of the museum and reports back to the Board of Trustees. The Board employs other staff, both full-time and part-time who work with a large number of volunteers.

The Board of Trustees has two sub-committees:

Resources Committee – has delegated responsibility to consider a range of financial and human resource issues.

Visitor Services Committee – has delegated responsibility to consider visitor experience and commercial aspects of the museum operations

The sub-committees meet a minimum of four times a year and report to the Board at each meeting of the Trustees.

Induction of new Trustees

New Trustees will undergo an induction where they will be briefed on their legal obligations under charity and company law. They are provided with the Charity Commission guidance on public benefit, the Memorandum and Articles of Association, previous Trustee meeting minutes, museum strategy and policy documents, and annual budget and recent financial performance of the Trust. New Trustees will meet the Director and other staff members and have a tour of the facility. All Trustees have the opportunity to attend training events which will benefit their roles on the Board.

The Priest's House Museum Trust

Report of the Trustees for the Year Ended 31 March 2022

Key management remuneration

Trustees receive no remuneration for time spent on museum matters. Details of any expenses claimed by trustees are set out in the financial statements.

Staff pay levels are reviewed annually by the Board. Factors considered are inflation, comparable pay levels, performance and available financial resources.

In 2021, all staff salaries were graded in line with the museum sector. The museum also opted to become a Living Wage employer.

Related parties

The Trust has a wholly owned subsidiary: East Dorset TIC Limited (Registered Charity number 8809040), which was established on 1 January 2014 to operate the Tourist Information Centre which had previously been operated by East Dorset District Council. East Dorset TIC Limited transfers any surplus achieved in a financial year to the Priest's House Museum Trust.

Risk management

A risk management strategy continues to be developed by the Board of Trustees to ensure that all significant risks facing the Trust are identified, mitigations put in place where appropriate and their status is reviewed on a regular basis.

The annual report was approved by the trustees of the charity on 28 October 2022 and signed on its behalf by:



.....
Sara Marshall (Chair)
Trustee

The Priest's House Museum Trust

Trustees' Report

Reference and Administrative Details

Trustees	Sara Marshall (Chair) Sue Cook Vanessa Joseph Jeremy Mills David Morgan Sarah Newman Tony Prest Mario Roncaglia
Principal Office	23-27 High Street Wimborne Minster Dorset BH21 1HR
Company Registration Number	3488337
Charity Registration Number	1068540
Bankers	National Westminster Bank 7 West Borough Wimborne Minster BH21 1PR
Independent Examiner	PKF Francis Clark Chartered Accountants Towngate House 2-8 Parkstone Road Poole Dorset BH15 2PW

The Priest's House Museum Trust

Statement of Trustees' Responsibilities

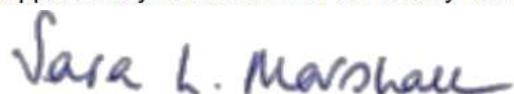
The trustees (who are also the directors of The Priest's House Museum Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 28 October 2022 and signed on its behalf by:



.....
Sara Marshall (Chair)
Trustee

The Priest's House Museum Trust

Independent Examiner's Report to the trustees of The Priest's House Museum Trust

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 18 to 37.

Respective responsibilities of trustees and examiner

As the charity's trustees of The Priest's House Museum Trust (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of The Priest's House Museum Trust are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since The Priest's House Museum Trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW and ACCA, both of which are listed bodies.

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

1. accounting records were not kept in respect of The Priest's House Museum Trust as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Anne-Marie Gates FCCA FCA (a partner of)
Chartered Accountants
Towngate House
2-8 Parkstone Road
Poole
Dorset
BH15 2PW

4 November 2022

The Priest's House Museum Trust

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	103,841	81,762	185,603
Charitable activities	4	110,224	400	110,624
Investment income	5	183	-	183
Total income		<u>214,248</u>	<u>82,162</u>	<u>296,410</u>
Expenditure on:				
Raising funds	6	(53,864)	-	(53,864)
Charitable activities	7	<u>(319,049)</u>	<u>(100,473)</u>	<u>(419,522)</u>
Total expenditure		<u>(372,913)</u>	<u>(100,473)</u>	<u>(473,386)</u>
Net expenditure		<u>(158,665)</u>	<u>(18,311)</u>	<u>(176,976)</u>
Net movement in funds		(158,665)	(18,311)	(176,976)
Reconciliation of funds				
Total funds brought forward		<u>1,075,636</u>	<u>1,485,657</u>	<u>2,561,293</u>
Total funds carried forward	18	<u><u>916,971</u></u>	<u><u>1,467,346</u></u>	<u><u>2,384,317</u></u>

The notes on pages 23 to 37 form an integral part of these financial statements.

The Priest's House Museum Trust

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	147,987	434,661	582,648
Charitable activities	4	28,137	-	28,137
Investment income	5	114	-	114
Total income		<u>176,238</u>	<u>434,661</u>	<u>610,899</u>
Expenditure on:				
Raising funds	6	(36,419)	-	(36,419)
Charitable activities	7	<u>(395,591)</u>	<u>(31,244)</u>	<u>(426,835)</u>
Total expenditure		<u>(432,010)</u>	<u>(31,244)</u>	<u>(463,254)</u>
Net (expenditure)/income		(255,772)	403,417	147,645
Transfers between funds		<u>354,016</u>	<u>(354,016)</u>	<u>-</u>
Net movement in funds		98,244	49,401	147,645
Reconciliation of funds				
Total funds brought forward		<u>977,392</u>	<u>1,436,256</u>	<u>2,413,648</u>
Total funds carried forward	18	<u><u>1,075,636</u></u>	<u><u>1,485,657</u></u>	<u><u>2,561,293</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 18.

The Priest's House Museum Trust

(Registration number: 3488337)

Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	1,390,265	1,488,070
Investments	14	<u>495,100</u>	<u>495,100</u>
		<u>1,885,365</u>	<u>1,983,170</u>
Current assets			
Debtors	15	130,931	49,154
Cash at bank and in hand	16	<u>399,507</u>	<u>554,535</u>
		530,438	603,689
Creditors: Amounts falling due within one year	17	<u>(31,486)</u>	<u>(25,566)</u>
Net current assets		<u>498,952</u>	<u>578,123</u>
Net assets		<u>2,384,317</u>	<u>2,561,293</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	18	1,467,346	1,485,657
Unrestricted income funds			
Unrestricted funds		<u>916,971</u>	<u>1,075,636</u>
Total funds	18	<u>2,384,317</u>	<u>2,561,293</u>

The notes on pages 23 to 37 form an integral part of these financial statements.

The Priest's House Museum Trust

(Registration number: 3488337)

Balance Sheet as at 31 March 2022

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 18 to 37 were approved by the trustees, and authorised for issue on 28 October 2022 and signed on their behalf by:



.....
Sara Marshall (Chair)
Trustee

The Priest's House Museum Trust

Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash (expenditure)/income		(176,976)	147,645
Adjustments to cash flows from non-cash items			
Depreciation	6	105,508	107,677
Investment income	5	(183)	(114)
		(71,651)	255,208
Working capital adjustments			
(Increase)/decrease in debtors	15	(81,777)	55,593
Increase/(decrease) in creditors	17	5,509	(84,382)
Increase in deferred income		411	396,190
Net cash flows from operating activities		(147,508)	622,609
Cash flows from investing activities			
Interest receivable and similar income	5	183	114
Purchase of tangible fixed assets	13	(7,703)	(284,055)
Net cash flows from investing activities		(7,520)	(283,941)
Net (decrease)/increase in cash and cash equivalents		(155,028)	338,668
Cash and cash equivalents at 1 April		554,535	215,867
Cash and cash equivalents at 31 March		399,507	554,535

All of the cash flows are derived from continuing operations during the above two periods.

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by share capital, incorporated in the United Kingdom.

The address of its registered office and principle place of business is:

23-27 High Street
Wimborne Minster
Dorset
BH21 1HR

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements 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)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

The Priest's House Museum Trust is a registered charity, registration number 1068540, company number 3488337, registered in the United Kingdom. The address of the charity is given in the reference and administrative details on page 1 of these financial statements. The nature of the charity's operations and principal activities are described in the Trustees annual report.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

Going concern

In the opinion of the board the charity has sufficient working capital to continue to meet its financial obligations and pay its liabilities as they fall due for the foreseeable future and therefore the financial statements have been prepared on a going concern basis. The board has considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted net expenditure is sufficient with the level of reserves held for the charity to be able to continue as a going concern.

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Subsidiary Entity

The East Dorset Tourist Information Centre ("EDTIC") is a fully owned subsidiary of The Priest's House Museum Trust. EDTIC profit of £nil (2021: £5,116) will be donated to The Priest's House Museum Trust in the subsequent financial period..

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

A grant that becomes receivable as compensation for expenses already incurred will be recognised in the income and expenditure in the same period in which the related expenditure is incurred.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Investment income is recognised on a receivable basis.

Charitable activities

Income from charitable activities including subscriptions, sales of donated and purchased goods, fundraising income, catering income, rental income and entrance fees, includes income recognised as earned (as the related goods or services are provided).

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold buildings and improvements	Over the term of lease
Furniture, fittings and equipment	12.5% straight line basis
Assets under construction	No Depreciation

Fixed asset investments

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in the Statement of Financial Activities.

Investments in subsidiaries are measured at cost less impairment.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds where the resources are set aside for specific purposes at the discretion of the trustees.

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;				
Donations from East Dorset TIC	5,116	-	5,116	12,743
Appeals and donations	1,597	-	1,597	6,725
Donations from Priest's House Museum Collection Trust	5,147	-	5,147	8,420
Grants, including capital grants;				
Government grants	457	-	457	12,966
Grants	91,524	81,762	173,286	541,794
	<u>103,841</u>	<u>81,762</u>	<u>185,603</u>	<u>582,648</u>

4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Subscriptions	2,721	-	2,721	474
Fundraising income	572	400	972	-
Catering income	45,644	-	45,644	1,887
Rental income	18,450	-	18,450	18,492
Other income	13,246	-	13,246	15,960
Entrance fees	29,591	-	29,591	4,320
	<u>110,224</u>	<u>400</u>	<u>110,624</u>	<u>41,133</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income; Interest receivable on bank deposits	<u>183</u>	<u>183</u>	<u>114</u>

6 Expenditure on raising funds

a) Costs of generating donations and legacies

	Note	Unrestricted funds General £	Total 2022 £	Total 2021 £
Fundraising costs		<u>53,864</u>	<u>53,864</u>	<u>36,419</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Expenditure on charitable activities

	Total 2022 £	Total 2021 £
Employment costs	145,104	133,050
Rates and water	863	1,608
Insurance	4,216	5,224
Light and heat	18,110	7,520
Telephone	2,058	2,984
Postage and stationery	1,809	6,211
Advertising	11,283	32,162
Sundries	8,547	8,952
Collections costs	9,911	-
Repairs and maintenance	31,782	41,115
Trade subscriptions	7,775	4,107
Travel and subsistence	1,683	471
Irrecoverable VAT	16,972	48,250
Documentation	2,070	1,992
Accountancy fees	6,619	11,139
Bank charges	1,974	184
Legal and professional fees	42,159	10,214
Depreciation of tangible fixed assets	105,508	107,677
VAT Partial exemption	(3,221)	-
Governance costs (see note below)	4,300	3,975
	<u>419,522</u>	<u>426,835</u>

In addition to the expenditure analysed above, there are also governance costs of £4,300 (2021 - £3,975) which relate directly to charitable activities. See note 8 for further details.

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

8 Analysis of governance and support costs

Governance costs

	Unrestricted funds		
	General	Total	Total
	£	2022	2021
		£	£
Independent Examiner's remuneration	4,300	4,300	3,975
	<u>4,300</u>	<u>4,300</u>	<u>3,975</u>

9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022	2021
	£	£
Depreciation of fixed assets	105,508	107,677
Independent examiner's fee	<u>4,135</u>	<u>3,975</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

11 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
Staff costs during the year were:		
Wages and salaries	134,838	124,683
Social security costs	5,232	5,069
Pension costs	3,861	3,298
Other staff costs	<u>1,173</u>	<u>-</u>
	<u>145,104</u>	<u>133,050</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022	2021
	No	No
Employees	<u>6</u>	<u>8</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £101,191 (2021 - £46,582).

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

13 Tangible fixed assets

	Leasehold Property and Improvements £	Office Equipment £	Exhibition Fixtures and Fittings £	Total £
Cost				
At 1 April 2021	1,440,644	68,214	300,525	1,809,383
Additions	7,023	680	-	7,703
At 31 March 2022	1,447,667	68,894	300,525	1,817,086
Depreciation				
At 1 April 2021	219,962	55,674	45,677	321,313
Charge for the year	57,956	1,876	45,676	105,508
At 31 March 2022	277,918	57,550	91,353	426,821
Net book value				
At 31 March 2022	1,169,749	11,344	209,172	1,390,265
At 31 March 2021	1,220,682	12,540	254,848	1,488,070

Heritage assets

The collections managed and recorded by the Museum are held by The Priest's House Museum Collection Trust and details are disclosed in the financial statements of The Priest's House Museum Collection Trust.

14 Fixed asset investments

	2022 £	2021 £
Investment properties	495,000	495,000
Shares in group undertakings and participating interests	100	100
	495,100	495,100

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Investment properties

	Investment properties £
Cost or Valuation	
At 1 April 2021	<u>495,000</u>
Provision	
At 31 March 2022	<u>-</u>
Net book value	
At 31 March 2022	<u>495,000</u>
At 31 March 2021	<u>495,000</u>

Shares in group undertakings and participating interests

	Subsidiary undertakings £	Total £
Cost		
At 1 April 2021	<u>100</u>	<u>100</u>
At 31 March 2022	<u>100</u>	<u>100</u>
Net book value		
At 31 March 2022	<u>100</u>	<u>100</u>
At 31 March 2021	<u>100</u>	<u>100</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

15 Debtors

	2022 £	2021 £
Trade debtors	2,171	836
Due from group undertakings	76,970	24,155
Prepayments	2,046	20,722
VAT recoverable	8,953	237
Other debtors	40,791	3,204
	<u>130,931</u>	<u>49,154</u>

16 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	31	109
Cash at bank	290,729	445,801
Short-term deposits	108,747	108,625
	<u>399,507</u>	<u>554,535</u>

17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	18,163	16,278
Intercompany loan	-	89
Other creditors	-	3,458
Accruals	12,912	5,741
Deferred income	411	-
	<u>31,486</u>	<u>25,566</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

18 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
Unrestricted Fund	483,976	214,248	(372,913)	325,311
<i>Designated</i>				
Pension Fund	1,660	-	-	1,660
Contingency Reserve	95,000	-	-	95,000
Bequest of property (Charltons)	495,000	-	-	495,000
	<u>591,660</u>	<u>-</u>	<u>-</u>	<u>591,660</u>
Total unrestricted funds	<u>1,075,636</u>	<u>214,248</u>	<u>(372,913)</u>	<u>916,971</u>
Restricted funds				
Education Fund	602	-	-	602
New Build Fund including HLF revival funding	1,475,530	76,612	(94,660)	1,457,482
Arts Council Grant	1,041	-	-	1,041
Town and Parish Council	4,000	-	-	4,000
Bankes Project	362	-	-	362
Millstream Project	4,022	5,550	(5,813)	3,759
2021 TB Skeleton	100	-	-	100
	<u>1,485,657</u>	<u>82,162</u>	<u>(100,473)</u>	<u>1,467,346</u>
Total restricted funds	<u>1,485,657</u>	<u>82,162</u>	<u>(100,473)</u>	<u>1,467,346</u>
Total funds	<u>2,561,293</u>	<u>296,410</u>	<u>(473,386)</u>	<u>2,384,317</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
Unrestricted Fund	18,694	176,238	(432,010)	721,054	483,976
<i>Designated</i>					
Pension Fund	1,660	-	-	-	1,660
Contingency Reserve	95,000	-	-	-	95,000
Development Fund	351,961	-	-	(351,961)	-
Bequest of property (Charltons)	510,077	-	-	(15,077)	495,000
	<u>958,698</u>	<u>-</u>	<u>-</u>	<u>(367,038)</u>	<u>591,660</u>
Total unrestricted funds	<u>977,392</u>	<u>176,238</u>	<u>(432,010)</u>	<u>354,016</u>	<u>1,075,636</u>
Restricted					
Education Fund	686	20	(104)	-	602
New Build Fund including HLF revival funding	1,426,396	311,659	(10,876)	(251,649)	1,475,530
Arts Council Grant	1,041	-	-	-	1,041
Town and Parish Council	4,000	-	-	-	4,000
Bankes Project	362	-	-	-	362
Millstream Project	3,771	7,582	(7,331)	-	4,022
2021 Heritage Emergency Funding	-	115,300	(12,933)	(102,367)	-
2021 TB Skeleton	-	100	-	-	100
	<u>1,436,256</u>	<u>434,661</u>	<u>(31,244)</u>	<u>(354,016)</u>	<u>1,485,657</u>
Total restricted funds	<u>1,436,256</u>	<u>434,661</u>	<u>(31,244)</u>	<u>(354,016)</u>	<u>1,485,657</u>
Total funds	<u>2,413,648</u>	<u>610,899</u>	<u>(463,254)</u>	<u>-</u>	<u>2,561,293</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

The specific purposes for which the funds are to be applied are as follows:

Restricted funds:

The New Build Fund including HLF revival funding represents the net book value of leasehold property and improvements and exhibition fixtures and fittings.

Heritage Emergency Fund represents funds provided to assist with costs of the museum during enforced closure due to lockdown and to assist with development of improved online presence.

The other restricted fund held are for the purposes described.

Designated funds:

Bequest of property (Charltons) represents the value of a property gifted to the Trust, income from which is used to support the general activities of the Trust.

Pension fund represents funds set aside to meet potential historic pension commitments for one employee.

Contingency fund represents funds set aside for the running of the Trust for a period of up to 12 months if exceptional circumstances lead to a significant loss of income.

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2022
	General	Designated		
	£	£	£	£
Tangible fixed assets	-	-	1,390,265	1,390,265
Fixed asset investments	100	495,000	-	495,100
Current assets	356,697	96,660	77,081	530,438
Current liabilities	(31,486)	-	-	(31,486)
Total net assets	<u>325,311</u>	<u>591,660</u>	<u>1,467,346</u>	<u>2,384,317</u>

	Unrestricted funds		Restricted funds	Total funds at 31 March 2021
	General	Designated		
	£	£	£	£
Tangible fixed assets	12,540	-	1,475,530	1,488,070
Fixed asset investments	100	495,000	-	495,100
Current assets	496,902	96,660	10,127	603,689
Current liabilities	(25,566)	-	-	(25,566)
Total net assets	<u>483,976</u>	<u>591,660</u>	<u>1,485,657</u>	<u>2,561,293</u>

The Priest's House Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

20 Related party transactions

During the year the charity made the following related party transactions:

The Priest's House Museum Collection Trust

(A charity with common Trustees)

During the year £nil (2021: £8,420) was received in donations from The Priest's House Museum Collection Trust. At the balance sheet date the amount due to/from The Priest's House Museum Collection Trust was £Nil (2021 - £Nil).

East Dorset TIC

(Subsidiary)

During the year wages recharges of £23,738 (2021: £30,884) were made to East Dorset TIC.

Taxable profits generated from East Dorset TIC of £nil (2021: £5,116) are gift aided to The Priest's House Museum Trust in the subsequent financial year. At the balance sheet date the amount due from East Dorset TIC was £76,970 (2021 - £24,155).