

# THE PRIEST'S HOUSE MUSEUM TRUST

## Annual Report and unaudited Financial Statements for the Year Ended 31 March 2024



*A Jolly Day run by In Jolly Good Company at the Museum of East Dorset. Indoor and outdoor sessions encourage people to stay physically healthy and promote better health. Photograph: Brent Jones.*

The Priest's House Museum Trust  
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for the Year Ended 31 March 2024

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# The Priest's House Museum Trust

## Report of the Trustees for the Year Ended 31 March 2024

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 2024. 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.

# The Priest's House Museum Trust

## Report of the Trustees for the Year Ended 31 March 2024

### **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.

### **VISION, MISSION, VALUES**

#### **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.



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### Report of the Trustees for the Year Ended 31 March 2024

#### 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

#### REVIVAL PROJECT

The Revival Project formally closed on 31<sup>st</sup> December 2023, with all funding coming to an end. The project has seen so many changes and improvements to the museum and we are extremely grateful to the National Lottery Heritage Fund for its support.

#### REVIVAL PROJECT ACTIVITY PLAN

We successfully completed the actions and activities associated with the Revival Project Activity Plan. These had been designed to enable existing and target audiences to increase their understanding of local heritage, while helping to develop civic pride, self-worth and empowerment.

#### STRATEGY AND FUTURE PLANS

In our final year of the initial Forward Plan 2022 - April 2024, everyone worked hard to deliver actions despite challenges, including changes in staffing. It was encouraging to see efforts undertaken over the past two years to encourage more families into the museum culminating in the *May The Toys Be with You* exhibition. This saw an incredible 94% increase in family visitors.

Following uncertainty around levels of funding from Dorset Council, we were very pleased to have been awarded a £45,000/year grant for the next three years. The maximum grant available was £50,000 so this is a testament to the high level of cultural and community value we deliver. However, this grant is significantly lower than the previous grant, based on our relationship with East Dorset District Council, where we received £70,000/year.

Even though the entire museum team worked together to drive income generation, the external situation remains extremely challenging. Many museums which have had large renovation projects like ours have also failed to see the forecasted boost of visitors and income, due to a changed economic climate post-covid. The new Business Plan, to be approved in autumn 2024, will address this challenge and provide a new direction to support the financial sustainability of the museum.

Looking forward to 2024/5, we intend to apply for a new grant from the National Lottery Heritage Fund to fund a Fundraising Consultant. It is vital we have a comprehensive Fundraising Strategy for

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### Report of the Trustees for the Year Ended 31 March 2024

the museum, to address current limitations and ensure the museum has the necessary funds to deliver the Trust's charitable objectives now and in the future.

With the successful completion of the Revival Project, we will undertake a review of our staff structure. This review will ensure clear role definitions and a structure that supports efficient museum operations. While the external environment presents ongoing challenges, we remain a flexible and adaptable organisation. We are committed to continuous improvement and will make strategic adjustments as needed to ensure the museum's long-term success.

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.

Despite challenges, in February 2024 the museum received the Silver award in the highly competitive Visit Dorset *Small Visitor Attraction of the Year* category. This came with extremely positive feedback from the judging process:

*"A fascinating and engaging museum, full of an eclectic mix of objects from bones of an Iron Age man to a collection of Valentine cards. A wonderful resource for the area and local community. It provides an entertaining insight into the past and is thoroughly engaging for all ages and levels of interest."*



## People

During this reporting period, there have been several staff changes at the museum. We said goodbye to Wendy Read as Curator and welcomed Rob Gray as Collections and Experience Manager. Jackie Morgan, an accountant, joined the staff team as Finance Manager. We extended Annika Lennox in her fixed-term role as Visitor Experience and Operations Officer, to enable us to complete further essential compliance and Health and Safety work. With Saturday Tea Toom

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### Report of the Trustees for the Year Ended 31 March 2024

Assistant Megan Wintle leaving for University, Olivia Bannister, a local student, joined us. Megan will continue to provide cover for the Tea Room during holidays.

The museum's continued success hinges on the dedication of our talented staff and the invaluable contributions of our nearly 120 volunteers who donate thousands of hours each year, playing a vital role in achieving our vision. We are committed to fostering a strong volunteer programme that offers a variety of opportunities. Through volunteering, individuals can:

- Utilise and develop valuable skills
- Become part of a vibrant museum community
- Enhance their personal well-being

During the year, we were delighted to have several volunteers recognised for their incredible achievements.

- **Lynn Willmott, Volunteer Development volunteer** won Dorset Museum Associations' Volunteer of the Year
- The **Facilities volunteer team** was awarded a team award as Dorset Museum Associations' Volunteer of the Year
- The newly formed **Reminiscence Outreach volunteer team** won Dorset Volunteer Centre's Andy Jacobs Award for Wellbeing and Mental Health in Volunteering
- The Learning programme received the Sandford Award for Heritage Education, with **Learning volunteers** especially mentioned by the evaluator for the high-quality experience they provide.

We actively seek volunteers with specialised skills who can make a positive impact. This year, our volunteer programme has expanded with new roles in Research, second-hand books, and a 'Green' volunteer team to reduce the museum's impact on the environment.

### **Equality, Diversity and Inclusion (EDI)**

The museum is firmly committed to fostering an environment that is welcoming and accessible to everyone. We believe that the stories and experiences we share should resonate with all members of our community, regardless of background, ability, or identity. We aim to continuously improve the experience for visitors, beneficiaries and team members.

#### Travelling Together

The museum secured a place on the Southwest Museum Development's new flagship programme, *Travelling Together: Museum Journeys Towards Inclusion and Collaboration*. We were one of only eight museums who successfully applied to this scheme which focused on Equality, Diversity and Inclusion, and included comprehensive training and a £1,500 grant. The programme aligned strongly with our ongoing commitment to creating a welcoming and accessible environment for all.

In-depth training sessions and workshops, attended by Museum Director, Chezzie Hollow, and a member of the Board of Trustees, equipped us with the necessary knowledge and tools to implement effective EDI strategies. Our participation facilitated collaboration with other museums in the South West region, enabling the exchange of best practices and the sharing of valuable



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### Report of the Trustees for the Year Ended 31 March 2024

experiences. This collaboration is particularly beneficial for smaller organisations like ours, where resources are limited.



*Final evaluation session: Chezzie discusses the impact of the Travelling Together programme on our museum practices in an interview conducted by Cultural Producer, Clare Ferdinando.*

Several valuable outcomes were achieved because of the programme, including:

- Chezzie was selected as a project Champion, for which the museum received a £500 stipend. She developed and delivered a popular session titled "Not just ramps and lifts: improving accessibility for busy museums" to a diverse audience of museum staff and volunteers across the Southwest region (and beyond)
- The £1,500 grant provided by the project enabled the museum to fund and create a filmed British Sign Language (BSL) tour. This project directly addresses the needs of D/deaf and hard of hearing visitors, ensuring those who use BSL can access and enjoy the museum. We worked with renowned BSL guide John Wilson who has worked with major national museums. Filming and editing were done by a local student studying post production for film and television at Solent University. The remainder of the grant enabled us to purchase a small portable hearing loop/hearing amplification system. The system connects both to a hearing loop system for those with hearing aids and headphones for those without. This will be of particular benefit when delivering guided tours for visitors.



*John Wilson, helping us create a series of BSL signed films around the museum. We hope these will encourage a new audience to visit the museum.*

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### Report of the Trustees for the Year Ended 31 March 2024

#### Progress on accessibility:

We are proud of the significant strides made in implementing our Access Plan, which ensures we consider a wide range of access needs. Improvements made this year include:

- Introduction of a more accessible Tea Room experience with easy grip cutlery, double handled and dementia friendly mugs, coasters for the visually impaired and large print menus.
- The creation of an Access Group, initiated by Chezzie, the Town Clerk and the BID Manager, as part of the Council's Town Liaison Committee. This will see improvements made across Wimborne and will allow the museum to share its specialist access knowledge.
- Added high visibility yellow stickers on interactives and display case drawers, following advice from Dorset Blind Association.
- Provision of easy grip pencils and colouring pencils for children taking part in trails and craft activities.
- Reduction of the use of block capitals on the website making it easier to read, especially for those with dyslexia and sight issues.
- Use of matte laminating pouches to reduce glare for those who are blind or visually impaired.
- Introduction of free period products in toilets, in partnership with Wimborne Food Bank.

The Facilities volunteer team has been very effective in resolving various access issues throughout the museum. In May 2023, two hearing loops were installed in the Information Centre and Tea Room. We now have a process for testing these as well as the existing loop in the Garden Room. The hearing loops are helpful not just for visitors but also volunteers in those areas with hearing aids. The team also played a crucial part in completing research for a wheelchair user access guide for the site, making it clear what size of wheelchair can access the museum, where doors are too narrow or where there are steps. This guide will be launched to visitors in 2024 and will go a long way to ensure the museum is as accessible and inclusive as possible.

#### A new EDI action plan

Building upon the success of the Access Plan, and the EDI training, we have introduced a new Equity, Diversity, and Inclusion (EDI) Action Plan, approved by the Board of Trustees. This focuses on creating a more inclusive museum experience for both visitors, beneficiaries and internal team members. The plan outlines a series of concrete steps designed to:

- Embed EDI into core museum structures and processes
- Share our EDI vision
- Reflect our local community
- Improve the representation of different communities in the museum by finding and sharing currently hidden histories\*
- Communicate our commitment to EDI

\* These are stories and experiences from the past that have been overlooked, underrepresented, or even deliberately suppressed. These narratives often come from groups who have been marginalised or excluded from the dominant historical record, for example, they could include disabled histories, LGBTQ+ stories, or the contribution of everyday women.



## MUSEUM ACTIVITIES THIS YEAR

### Exhibitions

1st April 2023 saw the launch of *Tinker, Tailor, Cappuccino Maker*. The exhibition celebrated Wimborne's important culture of independent businesses through historical photographs from the museum's collection juxtaposed with newly commissioned contemporary portraits of current day traders in Wimborne. It was a chance to reflect on just how much society, lifestyles, and our expectations of shopping on the 'high-street' have changed over time.



*May The Toys be With You*, an exhibition of one of the UK's finest collections of vintage Star Wars toys and original cinema posters, was hugely successful. Running from October 2023 to 20<sup>th</sup> April 2024, it has been popular with little kids and 'big kids' alike. Many visitors recalled going to see Star Wars at the cinema or playing with Star Wars toys, and we saw many parents introducing children to Star Wars for the first time. Over 150 comment cards left by visitors so far, confirm just how firmly the Star Wars brand is established in people's hearts and minds since the film debuted in 1977.

Launching in April 2024, a new exhibition 'Rebellion & Revolt' will help support two community events in Wimborne this year, The Battle for Wimborne, hosted by The English Civil War Society and the silver anniversary of the Wimborne Militia.

### Research volunteer team

A new team was created as part of the Revival Project to supply research for new exhibitions and support the enquiries we receive from the general public. Its first task has been to gather research for use in the new exhibition Rebellion and Revolt. In future, the team will also research hidden histories from East Dorset.

## HERstory: Hilda Coles



*Empowered by... Herstories* celebrated the achievements of Hilda Coles, the founder of our museum, and serves as a platform for empowering women and girls in the present. The project fosters a connection between history and contemporary experience, inspiring future generations to build upon the legacy of remarkable women.

Hilda ("Mick") Coles, born in 1907, defied societal expectations of her time. Excelling in sports and ultimately running the family ironmongery business, she embodied the strength and determination of a modern working woman during a period of significant social change. Her vision for the museum as "a centre of education and culture... appealing to children as well as adults" was remarkably progressive for the early 1960s.

Dorset-based artist Jayne Jackson, known for her empowerment photography, collaborated with the museum and local teenager Emma to create a contemporary, theatrical representation of Hilda Coles. The theatrical costume, originally designed by Sophie Fretwell, incorporates symbolic elements reflecting Hilda Coles' life and legacy. Emma, representing a younger generation, further refined the design, adding her own perspective.

The display, now in the Voices Gallery includes many symbolic elements including a handbag representing the Priest's House, where Hilda lived and worked; buttons featuring tiny photographs from her life; a prominent 'M' for Mick; and a skirt which shows images from the museum's Victorian Valentine card collection as well as ledger accounts from the Coles Ironmonger's shop

The project extends beyond the artwork itself. Emma, who participated in the photoshoot, described the experience as "empowering" and a confidence builder. She highlighted the opportunity to embody a strong, confident character, an experience that surprised and empowered her.





## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### Inclusion Group

In December 2023, we created an Inclusion Group, comprised of Trustees, volunteers, staff members and external advisors. This diverse group will bring a wealth of fresh perspectives and new voices to the museum, fostering a more inclusive environment for all. Looking ahead, the group will play a pivotal role in a project launching next year which aims to understand the specific needs and challenges faced by local communities.

#### Learning

We welcomed a group of new, enthusiastic people to join the more experienced members of our Learning volunteer team. Together, they have played a key role in delivering exceptional experiences for a growing number of schools.

Strong connections have been fostered with local schools, many of which return year after year, often with different year groups, following teacher recommendations. This year, we welcomed new schools from as far away as Shaftesbury and Weymouth, demonstrating the museum's expanding reach. Additionally, a dedicated group of local home schoolers and a cub scout group have become regular visitors, enriching and expanding our learning community.



*Our commitment to education was formally recognised when the museum won the prestigious Sandford Award. Learning Officer Lara and volunteers attended the award ceremony at Hampton Court Palace, which included a fascinating palace tour led by renowned historian and curator Tracy Borman.*



To keep our programme engaging, exciting new sessions have been added such as Stone Age cave painting, gingerbread decorating, and a Victorian seaside experience.

*Following a kind donation of £100, we were also able to create a new butter making session, increasing the variety of sessions which can be run in the Victorian kitchen.*

## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### Events

##### Talks & garden events

We continued to offer a variety of talks throughout 2023, which were popular and well-attended.

- Lost Church of All Hallows (34 tickets sold)
- Talk by Dorset County Council Finds Officer for Festival of Archaeology (13 tickets sold)
- My Life & Times at Harrods (46 Tickets sold)

The two planned National Garden Scheme evening lectures brought new visitors into the garden with positive feedback. Three more are planned for 2024/5.

##### Workshops

Our lifelong learning workshop programme has continued to grow and evolve. A successful evening schedule runs alongside the daytime workshops and brings in a different audience who cannot attend during the day. New crafts included Cold Porcelain flowers, art for well-being, and the Japanese art of Shibori. Fused glass and mosaic workshops continue to be extremely popular, particularly fused glass Christmas decorations.



Participants' comments:

*Creative Calm Art for Wellbeing: "Well run, calming, and meditative – a fabulous new skill".*

*Shibori: "Extremely informative and so well taught - covered a wealth of techniques and references."*

##### Fundraising quiz and Call My Bluff

Autumn is the season for some light entertainment to fill the darker evenings. Visitors and volunteers thoroughly enjoyed the annual quiz and a Call my Bluff evening, which brought in a combined amount of £400. Both events provided an opportunity for the museum and wider community to come together for a fun evening.

##### Little Explorers

Six Little Explorer mornings were delivered during school holidays. During 2023, these sessions were incorporated into the annual pass with conversions offered on the day. This has increased the number of families buying museum annual passes and visiting the museum itself.

We are pleased to work in partnership with Wimborne Library and Wimborne Children's Centre to offer a range of stories, crafts, and a garden trail.



## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### Summer Events

Despite the appalling weather that plagued our summer events, the people of Wimborne came out in force. We had a sell-out success with Sisata Theatre Group (who had to bring their outdoor theatre inside for the first time) with their very appropriate performance, *The Tempest*. Hopefully, the weather will be kinder when they return in August 2024 to perform *Peter Pan*.

Volunteers and public alike braved torrential rain to support the Summer Fete and a total of £855 was raised.

#### Halloween

The Museum by Torchlight Halloween event was a sell-out success again, with 64 tickets sold. This gave families the chance to see the museum in a whole new light! Spooky music added to the atmosphere, with a ghost trail and themed crafts providing plenty to do.

#### Paranormal

Paranormal visits were popular in 2023 netting a profit of £3,390. The visits will continue in 2024 and we have several secured bookings.

#### Christmas

The Christmas Shopping Evening was another huge success with 100 tickets sold. QE school choir joined us to perform their festive set, and the evening included a maker's market, plenty of tasters of local food and drink, and a raffle.

Visit Santa was also very successful. 106 children explored the museum with their families and engaged in festive crafts and writing a letter to Santa before enjoying an interactive story with Santa in the Garden Room grotto. We will continue to offer this experience in 2024, and plan to run some SEN Santa sessions alongside it.

Visitor comment:

*"I don't think it could be improved. It was excellent value for money, just the right amount of time for younger kids (our grandson is four and the story telling by Santa was fabulous). The best value Christmas event for kids. Thanks to everyone involved"*





## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### Community

As part of the Wimborne Folk Festival, we welcomed the Tashi Lhunpo Monks into the Garden Room to construct an intricate mandala made of tiny bits of marble, exemplifying the Tantric tradition of meditation. On the fifth day, this was ritually destroyed in the museum garden to demonstrate the impermanence of all things.



#### Millstream Theatre

Millstream, the museum's theatre group, have had a busy year!

September saw *Glow Badbury*, an exciting community project where the museum collaborated with National Trust Kingston Lacy and arts organisation Emerald Ant in an event that celebrated the Iron Age hillfort, Badbury Rings. During the evening, visitors experienced a magical display of artwork, puppet theatre, musical accompaniments and a live drama production highlighting an historical event at the rings.



*Millstream Theatre actors performing 'Almost Forgotten', a story about the Clubmen of 1645 who were involved in the English Revolution.*

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for the Year Ended 31 March 2024

The group have also been rehearsing hard for their new piece, *In Harmony*, which has been created collaboratively with group members. It centres on a group of characters as they try to figure out a way to save their favourite local café which is threatened with closure. The cabaret style piece, which includes singing, poetry and magic, is sure to be a success when it is performed at the Museum of East Dorset and Dorchester Arts in April 2024.

We held three very successful Holiday and Food Activity sessions, funded by Dorset Council, over summer 2023. These provided four hours of activities, including art, Victorian lemonade making and included a free lunch provided by Piccolo Mondo. The sessions are free for children receiving free school meals and we will be continuing the HAF programme next year, following positive feedback.

The museum received a grant of £1848 from Dorset Council's Culture and Community Project Fund which allowed us to create another team of volunteers, Reminiscence Outreach, who visit care homes and centres for the elderly. Using objects and photographs, trained volunteers facilitate discussions and encourage participants to share memories and stories. For older people and those with memory loss, reminiscence sessions encourage sociability, which is important in a community whose social circles are typically getting smaller. It can also support and improve well-being as participants share memories of loved ones and activities they once enjoyed. This is particularly valuable for those with memory loss, who typically have a better memory for the distant past than for recent events.



One care provider commented: *"You were able to stimulate and empower people to share their memories. The impact of your visit was very positive on individuals' emotional wellbeing. I would be delighted for you to return regularly in the future".*

*These simple objects from the museum's Collections hold the power to spark memories, leading to meaningful conversations and connections.*



## OTHER ACTIVITIES

### Collections

#### Items on loan

12 items from the Verwood Pottery Collection were selected and loaned to Salisbury Museum's new ceramic gallery for five years, with an opportunity to extend the loan after 2029. This was an opportunity to share our collection with another external heritage organisation and gain a wider audience.

#### 'Weird and Wonderful' displays

The 'weird and wonderful' corner in the Voices Gallery offers visitors a new opportunity to view objects from the collection that are stored away and therefore seldom seen.

Four new displays were created during this year, all very different. They ranged from a private collection of ceramic shoes (on loan); a display commemorating November 11<sup>th</sup>; a Christmas themed display; and the current weird and wonderful 'something for everyone'.



#### Collections volunteers

With the appointment of Rob Gray in August 2023, the Collections volunteers were welcomed back and quickly put to work in the Collections Store and the Attic. The discovery of a minor pest infestation within the costume collection has led to a volunteer-led project investigating all costume

## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

in the collection. This offers a chance for volunteers to learn new skills regarding how to care for costumes and pest control. The project is ongoing.

A small team of volunteers has been trained in basic conservation cleaning and will tackle the cobwebs and dust levels in the museum's exhibition galleries on a regular basis. This will help

improve the visual presentation of the museum and provide an engagement element with the public about how and why we care for museums. This same team will also monitor pest traps and record the environmental conditions of the exhibition galleries utilising the new lascar data logging system.



*Humidity control is monitored in the Landscape gallery where our rare Roman force pump is displayed.*

### Information Centre

East Dorset TIC, 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. Seasonal decorations and more professional window displays encourage visitors to browse and purchase goods.



The introduction of popular new stock lines sourced at the Spring Fair trade fair sold well throughout the year. Autumn glowed orange in the shop, museum and Tea Room and this splash of colour, in turn, made way for traditional Christmas decorations.

The shop space was 'taken over' by Star Wars merchandise in autumn 2023 to coincide with the launch of the new exhibition 'May The Toys Be With You!' These items sold very well to both children and adults alike.



## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### Front window

To make the museum a bit more eye-catching from the outside, without the need for planning or advertising consent, we hired a window artist to paint a design on 'the big window' on the High Street. The design highlighted some of the best bits of the museum and was particularly aimed at families over the summer. The design is removable with soap and water. It was changed later in the year to reflect the new Star Wars exhibition.



#### Garden



The gardening volunteers have worked tirelessly to maintain our 100m wildlife-friendly heritage garden which is open to the public all year round. They have been incredibly resourceful in propagating plants in the greenhouse and selling an array of flowers, vegetables and heritage fruit varieties to help fund the upkeep of the garden. Over the year, the gardening team generated income of £1,492.51 through sales of garden produce. They have ever bigger plans for 2024.





## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### Tea Room

The Tea room continues to go from strength to strength and is our strongest source of commercial income for the museum. A handful of enthusiastic new volunteers have helped to ensure that the Tea Room is always ready to greet customers. Four new sets of indoor tables for two were introduced in August 2023 enabling us to serve more customers inside over the winter months.



#### Facilities & compliance

The Facilities volunteer team has worked hard to resolve many outstanding Health & Safety and Compliance issues across the site. In the last year, following the Dorset Fire & Rescue Service Fire Audit, the team completed a multitude of actions. The museum now has an annual inspection of the Victorian Kitchen chimney flue, arranged with Dorset Council. A fire door inspection with a Heritage specialist will resolve all maintenance defects found. The team was also involved with several large tasks from general housekeeping and clearing out of non-collection items to reduce the fire load, to compiling an asset list for a more comprehensive and accurate PAT test. They have also managed to complete the removal of the last remaining hazardous chemicals in the Collections Store.

Since December 2023, the museum has been improving its security measures. Security training has been rolled out successfully to all staff and volunteers, outlining new policies and procedures to ensure we are operating as safely and securely as possible. Additional CCTV cameras and keypads have been added and we have ensured both panic buttons are operational so staff members and volunteers feel as safe and protected as possible. The team has also delivered manual handling training to ensure all staff and volunteers are operating safely whilst on site.

#### Membership scheme

The Trust's existing members have 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. During the last few years, our membership levels have decreased. We are planning future improvements to encourage more members to join and support the museum.

## The Priest's House Museum Trust

### Report of the Trustees for the Year Ended 31 March 2024

#### 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.

#### FINANCIAL REPORT

Total income of the Trust was £312,555 (2022/23: £359,977). Still recovering from the cost of living crisis, the commercial income derived from museum and other activities was lower than in recent years but a restructure is underway in the current year to address rising costs and lower income streams.

Grants received included:

- Dorset Council £70,000 (2022/23: £70,000)
- Millstream project £1732  
Supporting the running of Millstream Theatre, a company of Learning Disabled adults.
- Reminiscence grant £1848  
Dorset Council funding to set up outreach Reminiscence sessions in care homes and day centres with trained volunteers
- HAF grant £1440  
Dorset Council funding for x3 Holiday and Food Activity (HAF) sessions over summer 2023.
- Travelling together £2000  
Funding from Museum Development South West for a filmed British Sign Language tour of the museum and portable hearing loop system for tours.
- Community & Culture £2500  
Dorset Council funding to create x40 art packs for children who use Wimborne Food Bank. These will include art supplies and a booklet of art activities inspired by the museum and the collection.
- Toys for the past £750  
Funding from Wimborne Rotary and Wimborne Lions to replace/purchase resources used in learning sessions.

The Trust received donations and legacies amounting to £32,809 (2022/23: £20,444). The museum is extremely grateful to the donors for their generous gifts and to all donors, large and small, for their continued support of the museum.

Expenditure on museum activities was £471,865 (2022/23: £334,608). This included £169,237 from the Revival fund, which came to an end in December 2023.

At the year-end, total unrestricted funds held were £930,954 (2022/23: £917,168). Restricted funds held were £1,319,422 (2022/23: £1,492,518).

#### 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 and to that end has moved £285K (£95K 2022/23) to a designated reserve. The Trustees thereby have ensured a minimum reserve equal to the estimated fixed costs of running the museum for a nine-month period.

## **The Priest's House Museum Trust**

### **Report of the Trustees for the Year Ended 31 March 2024**

The budget for 2024/25 has been prepared with careful planning and restructuring of staff needs, mindful of the reducing support from the local authority and reducing income in the current financial climate. A restricted depreciation reserve is in place to cover all future depreciation arising from the result of recent improvements to the premises, following the generous revival grant.

#### **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 an 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.

## **The Priest's House Museum Trust**

### **Report of the Trustees for the Year Ended 31 March 2024**

#### **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.

#### **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.

#### **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 Priest's House Museum Trust

Report of the Trustees  
for the Year Ended 31 March 2024

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03488337 (England and Wales)

**Registered Charity number**  
1068540

**Registered office**  
23/27 High Street  
Wimborne  
Dorset BH21 1HR

**Trustees**  
Sara Marshall (Chair)  
Gerry Clarke (resigned 04/08/2023)  
Sue Cook  
Jonathan Greenwood (confirmed at AGM on 05/12/2023)  
Vanessa Joseph  
Jeremy Mills  
David Morgan  
Sarah Newman  
Mario Roncaglia

**Independent Examiner**  
Jenifer Richardson FCA FCCA DChA  
32 Award Road  
Wimborne  
Dorset  
BH21 7NT

**Ex-officio Treasurer for the Trust**  
Jackie Morgan



The Priest's House Museum Trust

Report of the Trustees  
for the Year Ended 31 March 2024

**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 applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 the incoming resources and application of resources, including its income and expenditure, of the charitable company 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 accounting standards, comprising FRS 102 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 the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on .....18-10-2024... and signed on its behalf by:



.....  
Sara Marshall (Chair)

# The Priest's House Museum Trust

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

### Independent examiner's report to the trustees of The Priest's House Museum Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

### Responsibilities and basis of report

As the Trustees of the Company (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 Company 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 ICAEW which is a listed body. 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 Company 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.

  
Miss JA Richardson FCA FCCA DChA

Date 31st October 2024

The Priest's House Museum Trust

Statement of Financial Activities (incorporating an Income & Expenditure Account)  
for the Year Ended 31 March 2024

	Notes	Unrestricted	Restricted	2024 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	3	125,819	10,270	136,089
Charitable activities	4	171,293	-	171,293
Investment income	5	5,173	-	5,173
<b>TOTAL</b>		<u>302,285</u>	<u>10,270</u>	<u>312,555</u>
<b>EXPENDITURE ON</b>				
Raising funds	6	31,973	42,625	74,598
Charitable activities	7	256,000	141,267	397,267
<b>TOTAL</b>		<u>287,973</u>	<u>183,892</u>	<u>471,865</u>
<b>NET (EXPENDITURE)/ INCOME</b>		14,312	(173,622)	(159,310)
<b>Transfer between funds</b>		(526)	526	-
<b>Net movement in funds</b>		13,786	(173,096)	(159,310)
<b>RECONCILIATION OF FUNDS</b>				
<b>TOTAL FUNDS BROUGHT FORWARD</b>		917,168	1,492,518	2,409,686
<b>TOTAL FUNDS CARRIED FORWARD</b>	17	<u>930,954</u>	<u>1,319,422</u>	<u>2,250,376</u>

The notes form part of these financial statements



# The Priest's House Museum Trust

## Prior year Statement of Financial Activities (incorporating an Income & Expenditure Account) for the Year Ended 31 March 2023

	Notes	Unrestricted	Restricted	2023 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	3	106,293	123,328	229,621
Charitable activities	4	128,481	-	128,481
Investment income	5	1,875	-	1,875
<b>TOTAL</b>		<u>236,649</u>	<u>123,328</u>	<u>359,977</u>
<b>EXPENDITURE ON</b>				
Raising funds	6	(25,092)	(21,079)	(46,171)
Charitable activities	7	(216,863)	(71,574)	(288,437)
<b>TOTAL</b>		<u>(241,955)</u>	<u>(92,653)</u>	<u>(334,608)</u>
<b>NET (EXPENDITURE)/ INCOME</b>		(5,306)	30,675	25,369
<b>Transfer between funds</b>		5,503	(5,503)	-
<b>Net movement in funds</b>		197	25,172	25,369
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward			-	-
<b>TOTAL FUNDS BROUGHT FORWARD</b>		916,971	1,467,346	2,384,317
<b>TOTAL FUNDS CARRIED FORWARD</b>	17	<u>917,168</u>	<u>1,492,518</u>	<u>2,409,686</u>

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2023 is shown in note 17.

The notes form part of these financial statements

The Priest's House Museum Trust  
Balance Sheet 31 March 2024  
Registered Company Number 3488337

	Notes	Unrestricted	Restricted	2024 Total fund £	2023 Total funds £
<b>FIXED ASSETS</b>					
Tangible fixed assets	13	12,441	1,221,296	1,233,737	1,338,743
Investments	14	495,100	-	495,100	495,100
<b>Total fixed assets</b>		<b>507,541</b>	<b>1,221,296</b>	<b>1,728,837</b>	<b>1,833,843</b>
<b>CURRENT ASSETS</b>					
Debtors	15	140,409	-	140,409	178,081
Cash at bank and in hand		313,032	98,126	411,158	417,856
<b>Total current assets</b>		<b>453,441</b>	<b>98,126</b>	<b>551,567</b>	<b>595,937</b>
<b>CREDITORS</b>					
Amounts falling due within one year	16	(30,028)	-	(30,028)	(20,094)
Net current assets		423,413	98,126	521,539	575,843
<b>NET ASSETS</b>		<b>930,954</b>	<b>1,319,422</b>	<b>2,250,376</b>	<b>2,409,686</b>
<b>FUNDS OF THE CHARITY</b>					
Restricted funds		-	1,319,422	1,319,422	1,492,518
Unrestricted funds		930,954	-	930,954	917,168
<b>TOTAL FUNDS</b>	17	<b>930,954</b>	<b>1,319,422</b>	<b>2,250,376</b>	<b>2,409,686</b>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024. The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 18.10.2024 and were signed on its behalf by:

Sara L. Marshall  
Sara Marshall - Chair of Trustees

The notes form part of these financial statements

# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 1 LEGAL FORM / CHARITY STATUS

The charity is limited by guarantee, incorporated in the United Kingdom, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office and principal 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Basis of preparing the financial statements

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 in 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.

#### 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 (2023: £nil) will be donated to The Priest's House Museum Trust in the subsequent financial period.



# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 2 ACCOUNTING POLICIES (continued)

#### **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. Government grants include funding from Dorset Council.

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 2024

### 2 ACCOUNTING POLICIES (continued)

#### **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 professional fees, strategic management and trustees meetings and reimbursed expenses.

#### **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.

#### **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

#### **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.

# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 2 ACCOUNTING POLICIES (continued)

#### 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. 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.

#### 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 2024 £	Total 2023 £
<b>Donations and legacies</b>				
Donations from East Dorset TIC	18,788	-	18,788	-
Appeals and donations	2,210	-	2,210	14,703
Donations from Priest's House Museum				
Collection Trust	27,342	-	27,342	5,741
Legacies	3,257	-	3,257	-
Gift Aid	4,223	-	4,223	-
Government grants	70,000	-	70,000	-
Grants	-	10,270	10,270	209,177
	125,819	10,270	136,089	229,621

		2024 £
<b>Restricted Grants</b>		
Millstream Project	Wimborne and Ferndown Lions Club	1,732
Reminiscence Grant	Dorset Council	1,848
HAF Grant	Dorset Council	1,440
Travelling Together	Museum Development South West	2,000
Community & Culture	Dorset Council	2,500
Toys For The Past	Wimborne Rotary and Wimborne Lions	750
<b>Unrestricted Grants</b>		
Core Costs	Dorset Council	70,000
		80,270



# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds General	Total 2024	Total 2023
	£	£	£
Subscriptions	919	919	1,735
Fundraising income	-	-	857
Catering income	74,595	74,595	59,055
Rental income	15,153	15,153	18,311
Other income	14,547	14,547	10,594
Entrance fees	66,079	66,079	37,929
	<u>171,293</u>	<u>171,293</u>	<u>128,481</u>

### 5 INVESTMENT INCOME

	Unrestricted funds General	Total 2024	Total 2023
	£	£	£
Interest receivable on bank deposits	5,173	5,173	1,875
	<u>5,173</u>	<u>5,173</u>	<u>1,875</u>

### 6 EXPENDITURE ON RAISING FUNDS

#### a) Costs of generating donations and legacies

	Unrestricted funds General	Restricted funds	Total 2024
	£	£	£
Fundraising costs	31,973	42,625	74,598

	Unrestricted funds General	Restricted funds	Total 2023
	£	£	£
Fundraising costs	25,092	21,079	46,171

### 7 EXPENDITURE ON CHARITABLE ACTIVITIES

	Total 2024	Total 2023
	£	£
Employment costs	190,553	172,395
Rates and water	461	(80)
Insurance	4,355	4,747
Light and heat	11,340	7,483
Telephone	493	1,014
Printing, postage and stationery	2,051	1,702
Advertising	9,573	4,801
Sundries	1,964	9,386
Collection costs	8,982	-
Repairs and maintenance	21,174	31,205
Trade subscriptions	9,055	8,260
Travel and subsistence	969	2,257
Management fees	3,939	2,367
Recruitment	304	993
Bank charges	2,719	2,603
Legal and professional fees	19,745	20,185
Depreciation of tangible fixed assets	105,706	56,506
VAT partial exemption	220	(42,072)
Governance costs (see note below)	3,664	4,685
	<u>397,267</u>	<u>288,437</u>

# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 8 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS

	Unrestricted funds General	Total 2024	Total 2023
	£	£	£
Independent Examiner's remuneration	<u>3,664</u>	<u>3,664</u>	<u>4,685</u>

### 9 NET INCOMING/OUTGOING RESOURCES

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

	Total 2024	Total 2023
	£	£
Depreciation of fixed assets	105,706	56,506
Independent examiner's fee	<u>3,664</u>	<u>4,685</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:

	2024	2023
	£	£
<b>Staff costs during the year were:</b>		
Wages and salaries	176,472	155,462
Social security costs	8,705	9,407
Pension costs	4,540	5,205
Other staff costs	836	2,321
	<u>190,553</u>	<u>172,395</u>

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

	2024	2023
	No.	No.
Employees	<u>8</u>	<u>8</u>

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 £35,490 (2023 - £105,020).

# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 12 TAXATION

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

### 13 TANGIBLE FIXED ASSETS

	Leasehold Property and Improvements	Tea Room and Office Equipme nt	Exhibitio n Fixtures and Fittings	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2023	1,447,666	73,878	300,525	1,822,069
Additions	-	700	-	700
At 31 March 2024	1,447,666	74,578	300,525	1,822,769
<b>Depreciation</b>				
At 1 April 2023	311,823	58,045	113,459	483,327
Charge for the year	55,936	4,092	45,677	105,706
At 31 March 2024	367,759	62,137	159,136	589,033
<b>Net book value</b>				
At 31 March 2024	1,079,907	12,441	141,389	1,233,737
At 31 March 2023	1,135,844	15,833	187,066	1,338,743

#### 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

	2024 £	2023 £
Investment properties	495,000	495,000
Shares in group undertaking and participating interests	100	100
	495,100	495,100

#### Investment properties

	Investment properties £
<b>Cost or valuation</b>	
At 1 April 2023	495,000
<b>Provision</b>	
At 31 March 2024	495,000
<b>Net book value</b>	
At 31 March 2024	495,000
At 31 March 2023	495,000



The Priest's House Museum Trust

Notes to the Financial Statements  
for the Year Ended 31 March 2024

**14 FIXED ASSET INVESTMENTS (continued)**

**Shares in group undertakings and participating interests**

	Subsidiary undertakings £	Total £
<b>Cost</b>		
At 1 April 2023	100	100
At 31 March 2024	100	100
<b>Net book value</b>		
At 31 March 2024	100	100
At 31 March 2023	100	100

**15 DEBTORS**

	2024 £	2023 £
Trade debtors	2,141	1,926
Due from group undertakings	104,560	111,564
Prepayments	2,755	1,381
Accrued income	7,973	33,724
VAT recoverable	3,269	5,380
Other debtors	19,710	24,106
	140,409	178,081

**16 CREDITORS: Amounts falling due within one year**

	2024 £	2023 £
Trade creditors	5,864	4,299
Other creditors	5,363	1,037
Accruals	11,755	10,232
Deferred income	7,047	4,526
	30,028	20,094

# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 17 FUNDS

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>					
General	327,168	302,285	(287,973)	(190,526)	150,954
<b>Designated</b>					
Capability Reserve	95,000	-	-	190,000	285,000
Bequest of property (Charltons)	495,000	-	-	-	495,000
<b>Total Designated</b>	<b>590,000</b>	<b>-</b>	<b>-</b>	<b>190,000</b>	<b>780,000</b>
<b>Total Unrestricted Fun</b>	<b>917,168</b>	<b>302,285</b>	<b>(287,973)</b>	<b>(526)</b>	<b>930,954</b>
<b>Restricted</b>					
HAF Education Fund	-	1,440	(861)	-	579
HLF Revival	1,472,228	-	(169,237)	-	1,302,991
Depreciation	-	2,500	-	-	2,500
Community and Culture	-	2,000	(2,000)	-	-
Travelling Together	-	1,848	(1,270)	-	578
Reminiscence	-	750	(20)	-	730
Toys from the past	10,629	1,732	(10,318)	-	2,044
Millstream Project	187	-	(187)	-	-
AIM	9,474	-	-	526	10,000
Forge	-	-	-	-	-
<b>Total restricted funds</b>	<b>1,492,518</b>	<b>10,270</b>	<b>(183,892)</b>	<b>526</b>	<b>1,319,422</b>
<b>TOTAL FUNDS</b>	<b>2,409,686</b>	<b>312,555</b>	<b>(471,865)</b>	<b>-</b>	<b>2,250,376</b>

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
General	325,311	236,649	(241,955)	7,163	327,168
<b>Designated</b>					
Pension Fund	1,660	-	-	(1,660)	-
Capability Reserve	95,000	-	-	-	95,000
Bequest of property (Charltons)	495,000	-	-	-	495,000
<b>Total</b>	<b>591,660</b>	<b>-</b>	<b>-</b>	<b>(1,660)</b>	<b>590,000</b>
<b>UNRESTRICTED FUNDS</b>	<b>916,971</b>	<b>236,649</b>	<b>(241,955)</b>	<b>5,503</b>	<b>917,168</b>

<b>Restricted funds</b>					
Education Fund	602	-	(602)	-	-
HLF Revival	1,457,482	94,489	(79,743)	-	1,472,228
Depreciation	1,041	-	-	(1,041)	-
Arts Council Grant	-	2,997	(2,997)	-	-
WW1 Fund	-	-	-	-	-
Town and Parish Council	4,000	-	-	(4,000)	-
Bankes Project	362	-	-	(362)	-
Millstream Project	3,759	10,750	(3,880)	-	10,629
AIM	-	3,717	(3,530)	-	187
Event / Project Donation	-	11,375	(1,901)	-	9,474
2021 TB Skeleton	100	-	-	(100)	-
<b>Total restricted funds</b>	<b>1,467,346</b>	<b>123,328</b>	<b>(92,653)</b>	<b>(5,503)</b>	<b>1,492,518</b>
<b>TOTAL FUNDS</b>	<b>2,384,317</b>	<b>359,977</b>	<b>(334,608)</b>	<b>-</b>	<b>2,409,686</b>

# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### 17 FUNDS (continued)

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. The remaining fund will be used for restricted depreciation charges on the assets.

**Millstream Project** - Supporting the running of Millstream Theatre, a company of Learning Disabled adults.

Dorset Council funding to set up outreach **Reminiscence** sessions in care homes and day centres with trained volunteers

Dorset Council funding for three Holiday and Food Activity (**HAF**) sessions over summer 2023. Sessions were free for those on benefit related free school meals, and included art workshops and a hot lunch.

Funding from Museum Development South West for a filmed British Sign Language tour of the museum and portable hearing loop system for tours. This was part of the **Travelling Together** programme the museum was part of.

**Community and Culture** Dorset Council funding to create x40 art packs for children who use Wimborne Food Bank. These will include art supplies and a booklet of art activities inspired by the museum and the collection.

**Toys from the Past** - Funding from Wimborne Rotary and Wimborne Lions to replace/purchase resources used in learning sessions.

#### 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.

**Capability 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.

### 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds		Restricted funds	Total funds at
	General	Designated		31 March 2024
	£	£	£	£
Tangible fixed assets	12,441	-	1,221,296	1,233,737
Fixed asset investments	100	495,000	-	495,100
Current assets	168,441	285,000	98,126	551,567
Current liabilities	(30,028)	-	-	(30,028)
Total net assets	150,954	780,000	1,319,422	2,250,376

	Unrestricted funds		Restricted funds	Total funds at
	General	Designated		31 March 2023
	£	£	£	£
Tangible fixed assets	-	-	1,338,743	1,338,743
Fixed asset investments	100	495,000	-	495,100
Current assets	347,162	95,000	153,775	595,937
Current liabilities	(20,094)	-	-	(20,094)
Total net assets	327,168	590,000	1,492,518	2,409,686



# The Priest's House Museum Trust

## Notes to the Financial Statements for the Year Ended 31 March 2024

### **19 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 £27,342 (2023: £5,741) was received in donations from The Priest's House Museum Collection Trust. At the

#### **East Dorset TIC**

(Subsidiary)

During the year wages recharges of £14,858 (2023: £10,182) were made to East Dorset TIC.

Taxable profits generated from East Dorset TIC of £nil (2023: £nil) 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 £99,582 (2023 - £111,574).