



# Sittingbourne Heritage Museum

**Charity registration number:** 1070698

## **Trustees' Annual Report**

for the period from April 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2021

### **Objectives and Activities**

#### **Purpose of the Charity:**

The advancement of the education of the public in the history of Sittingbourne and Milton Regis and the surrounding areas by the provision of a local heritage centre.

#### **Main activities:**

- Communication with members through social media and print.
- Opening the Museum to the public wherever possible
- Research and publications on aspects of local history
- Care, conservation and cataloguing of the Museum's collection

### **Achievements and Performance**

During the pandemic and the various stages of lockdown, and in light of government advice, it has been considered unwise to open the Museum.

However, activities such as research, publishing and posting educational films has taken place unabated. As a result, the audience for our output has expanded, furthering the knowledge and involvement of people who are not necessarily local residents.

The Museum has received central government grants to enable new approaches to be taken for the restart in the coming year.

### **Structure, Governance and Management**

The Museum is a registered charity with a constitution as recorded with the Charity Commission.

The Museum's Executive Committee is elected at an AGM and members stand for one year. The Executive committee act as trustees as defined in the constitution. The Executive Committee may in addition appoint not more than 3 co-opted members.

#### **Trustees**

All trustees have agreed to act as such and have stated that they are not disbarred for any reason. They have agreed their duties as a Museum Trustee.

#### **Volunteers**

The Museum has no employees and is run and managed entirely by volunteers. All of the trustees are volunteers.

## Members

The Museum invites support from members of the public who become subscribing "Members" either subscribing annually or for life.

## Financial Review

At the end of the period, the charity has been in a stronger cash position than ever before, due to the grants mentioned above. This money will be used to restart the Museum in the financial year 2021-22, with new focus.

The Museum also holds £12500 in a reserve account, for contingencies.

The Museum's principal sources of funds are: Membership annual subscriptions, Donations, Grants (e.g. local council), Income from publishing and sales.

## Reference and Administrative details

Charity name	Sittingbourne Heritage Museum
Other name the charity uses	SITTINGBOURNE HERITAGE CENTRE AND MUSEUM TRUST (Previous name)
Registered charity number	1070698
Charity's principal address	c/o 67 East Street, Sittingbourne, Kent, ME10 4BQ
Website:	www.sittingbourne-museum.co.uk

### Names of the charity trustees who manage the charity

Trustee	Office		Appointed
Allen John Whitnell	Chair		AGM
Helen Allinson			AGM
Clifford Grant Cork			AGM
Jeanette Rosemary Whibley	Treasurer		AGM
Sally Anne Wright	Secretary		AGM
Vicky Mayatt			AGM
Pauline Charlotte Brown			AGM
Wendy Edith Elizabeth Sands			AGM
			AGM

The Museum does not hold assets on behalf on any other organisations. The Museum does not currently own and/or lease land or property, paying a peppercorn rent for its premises.

## Declarations

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

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**Full name(s)**

**Position**

**Date**

## **Independent examiner's report on the Accounts.**

Report to the trustees of the SITTINGBOURNE HERITAGE MUSEUM on the accounts for the year ended 31<sup>st</sup> March 2021

Charity No 1070698

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2021

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

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

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:



Date:

2 May 2021

Name: Ian Allchin

Address:

9 Falcon Court, Peregrine Drive, Sittingbourne, Kent ME10 4UQ