



# Sittingbourne Heritage Museum

Charity registration number: 1070698

## Trustees' Annual Report

for the period from April 1<sup>st</sup> 2021 to March 31st 2022

## 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

### Long Term Aims

To establish a central Visitor/Heritage centre for Sittingbourne in which to locate the Museum, co-locating with other heritage organisations.

## Achievements and Performance

As in the previous year it has been considered unwise and impractical to open the Museum other than some selected Saturdays during the summer of 2021 and March 2022.

However, other activities such as research and publishing have continued. Two High Street trail leaflets were produced by our study group, to be made available free to the public.

The Trustees decided to use further lockdown period and income from grants to enable a move to the Forum shopping centre. A unit here has been held by the Museum for ten years on a peppercorn rent. It has been used by a professional conservator, but there has now been an agreement to share premises, and funds are being provided to make alterations and to move the Museum's displays to this more central location. This will be completed in the first part of the coming year.

### Note:

The Museum's existing premises (peppercorn rent) are old, small and beginning to cost money for maintenance. Furthermore, we have a long standing commitment, made to our landlord, that we will move towards vacating the premises.

Regarding the longer term premises, several meetings have been held, and the support of local councillors gained. Several possible premises or locations have been investigated.

## 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 again been in a stronger cash position, due to the grants mentioned above. This money is being used to facilitate the above-mentioned relocation of our public displays.

There is also an amount which is being called off by Heritage Research Group Sittingbourne for use with another shopping centre unit which they manage.

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.

The Museum was awarded grant money of £10,000 for the "Movement for Good" Project on behalf of CSI Sittingbourne. These funds are being released to CSI Sittingbourne as required.

## 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 managed the charity during this year

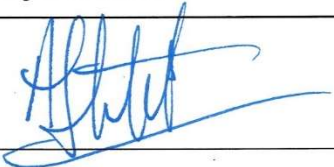
Trustee	Office		Appointed
Allen John Whitnell	Chair		AGM
Helen Allinson			AGM
Clifford Grant Cork			AGM
Jeanette Rosemary Whibley	Treasurer		AGM
Sally Anne Wright	Secretary		AGM
Vicky Mayatt			AGM
Pauline Charlotte Brown			AGM
Wendy Edith Elizabeth Sands			AGM
Barry Wiles			Co-opted

Apart from any mentioned above, 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)	
Full name(s)	Allen Whitnell
Position	Chair
Date	21/4/22



## Chairman's Report

We remain committed to moving from East Street whenever we can, and we are grateful to our landlord and his family for their patience.

To this end, we had some further discussions with HRGS about our vision for a combined visitor/heritage centre for Sittingbourne. We have now updated our vision document and have engaged with Swale Borough Council seeking their advice and support. Councillors are fully supportive.

We received some further central government relief grants in respect of the Forum Units and the Museum and have now undertaken to use these grants partially to enable us to present Museum displays in the Forum shopping centre unit. We will be co-existing with CSI Sittingbourne, run by Dana Goodburn-Brown, which will move into a dedicated glass enclosure within the unit.

- We have now moved our website onto a more flexible platform and expect to gain significant advantage in the next couple of years.
- We have made further searches of our collected data available online. Some of these are "member only".

We have published two books in the last year - "Sittingbourne Community and Leisure in the 1960s" and "Diary of the Air Battle over Sittingbourne and Sheppey". The first of these was produced by the Study Group, and the second taken from the diaries of Michael Fairley's father, who served as an air raid warden.

The Study Group also worked on and produced two High Street Trails, leaflets designed to show points of interest on either side of our High Street.

# THE TREASURER'S REPORT

This last financial year of the Sittingbourne Heritage Museum saw an increase in our finances of £20,942.41.

With Income at £41,844.22 and Expenditure at £20,901.81, a profit of £20,942.41 was made over the year, making our worth as at 1<sup>st</sup> April 2021, £116,634.89

**Subscriptions/Donations.** £3,195.07 was received during the last financial year, a small increase on the previous year. Donations were made up of those added to subscriptions amounting to £595.11, private donations of £980 and other donations through the museum of £88.

**Grants.** Due to Covid restrictions, we were able to claim money through Swale Borough Council, for not only the museum but also for Unit 17 (HRGS) and Unit 22 in the Forum.

The Council paid £22,667 in June 2021 and £2,667 in March this year. This equates to Museum, £10,667, Unit 17 (HRGS), £2,667 and Unit 22, £12,000 making a total of £25,334. The Movement for Good group also awarded £10,000 to the Museum for interns working with Dana Goodburn-Brown and £3,643 has been issued so far.

**Repairs/Maintenance.** Pat Testing of equipment in June cost £75 and 2 payments for fire/alarm testing cost £447.90

**Equipment/Display.** A new mobile phone and top-up was purchased at a cost of £120, a display board, £108 and a new Laser printer costing £227.

**Printing/Postage.** The total for the last year amounted to £1204. The Journal/Trail Leaflets printing cost £500, stamps/envelopes totalled £275 and computer ink and paper cost an additional £308. An amount of £120, spent on extra postage, was reimbursed along with £248 of the journal costs making the final costs to around £836.

**Museum Power/Water.** Power costs amounted to £828 and Water, £85.02

**Unit 22 Power/Water.** Power cost £767.65 and Water, £49.70

**Sales.** Sales figures were down on the previous year by £342 despite continuing online sales.

**Museum.** The museum was only able to open between July to October. Visitor numbers were only 71 but sales amounted to £124 and donations, £46.

**Sundry.** HRGS- Unit 17. The museum has received £22,860, over 2 years in respect of Unit 17 from Swale BC and £4,361 has been requested so far.

IT/Web costs have amounted to £1028

Paypal fees have amounted to £28.33 and £30 has been spent on petrol delivery costs.

Gift Aid for 2021 was £207.53

Refurbishment of Unit 22 has cost £6,030 so far, this cost coming from Covid grants from Swale Borough Council in 2021/22.

Jen Whibley - Treasurer, 2022

# Accounts 2021-2022

## Income

Subscriptions	1,531.50
Donations	1,663.57
Sales	2,164.39
Interest	1.26
Sundry	1,149.50
Grant	35,334.00

Total	<b>41,844.22</b>
<i>Income 2020-21</i>	<i>89,751.37</i>

## Expenditure

Repairs/Maintenance	522.90
Equipment/Display	475.46
Printing/Postage	1,204.01
Museum Power	828.00
Museum Water	85.02
Insurance	1,219.18
Stock	1,567.96
Forum - Unit 22 utilities	817.35
Sundry	14,181.93
Total	<b>20,901.81</b>
<i>Expenditure 2020-21</i>	<i>10,523.61</i>

## Balance Sheet

Brought Forward 01/04/20	95,692.48	Current Account	104,023.94
Income	41,844.22	Reserve Account	12,500.00
Expenditure	20,901.81	Cash in Hand	110.95
Balance as at 31/03/22	<b>116,634.89</b>	Balance as at 31/03/22	<b>116,634.89</b>
Profit/Loss on Year	<b>20,942.41</b>		

Once again thank you to everyone who has helped in any way, especially our members. There are many individuals and groups to whom we owe our thanks. Our subscribers, our deliverers, our volunteers, committee members, donors, and people who are generally helpful and supportive.

Please tell your friends and relatives about us so that they might also help us to keep a museum in Sittingbourne.



*The Museum, 67 East Street*

#### **Our mission:**

To preserve and promote the town's heritage and to educate. In practice: provide a museum, care for the collection, and reach out.

For the survival of the museum, we depend upon benefactors, public donors, volunteers and active researchers, deliverers, committee and subcommittee members, partners, Members - subscribers, visitors and users

A BIG thank you to all of those people

This report was compiled and edited by members of the executive committee of Sittingbourne Heritage Museum.

For any enquiries, please contact the secretary via the museum or by e-mail at [secretary@sittingbourne-museum.co.uk](mailto:secretary@sittingbourne-museum.co.uk)

#### **Website:**

**[WWW.SITTINGBOURNE-MUSEUM.CO.UK](http://WWW.SITTINGBOURNE-MUSEUM.CO.UK)**

## **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 2022

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 2022

### **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: 8<sup>th</sup> May 2022

Name: Ian Allchin

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