

# THE FROME MUSEUM

England & Wales · Charity number 1091103

## Details

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Status	Registered
Legal form	Charitable company
Company number	<a href="#">02377177</a>
Registered	2002-03-14
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	1 North Parade Frome Somerset BA11 1AT
Phone	01373454611
Email	<a href="mailto:info@frome-museum.org">info@frome-museum.org</a>
Website	<a href="http://www.frome-museum.org">www.frome-museum.org</a>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC IN FROME IN THE COUNTY OF SOMERSET AND ITS SURROUNDING NEIGHBOURHOOD AND IN THE NATION AT LARGE BY THE PROVISION OF A MUSEUM AND LIBRARY.

**Activities:** Museum storing, displaying and interpreting material including documents of public interest relating to Frome and the surrounding area.

## Classification

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- **How:** Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

- **Area of benefit:** THE PUBLIC IN FROME IN THE COUNTY OF SOMERSET AND ITS SURROUNDING NEIGHBOURHOOD AND IN THE NATION AT LARGE
- Somerset

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£45,090	£84,683	-	-
2023-12-31	£38,668	£45,360	-	-
2022-12-31	£34,458	£43,607	-	-
2021-12-31	£75,170	£39,351	-	-
2020-12-31	£56,098	£30,025	-	-

## Trustees

Name	Role	Appointed
<b>MICHAEL NORMAN MAGGS</b>	Chair	2023-04-05
Alan Martin Abraham		2025-09-11
Angela Mary Pater		2023-06-01
<b>BRIAN JOHN MARSHALL</b>		2018-03-05
Caroline Jane Waldron		2025-01-16
Christine Margaret De Groot		2024-03-21
Dr Robert George Heath		2021-10-18

**THE FROME MUSEUM**

England & Wales - Charity number 1091103

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# Accounts

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# THE FROME MUSEUM

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

### Company Information

<b>President</b>	HM Daniel
<b>Trustees</b>	MN Maggs (Chair) Dr RG Heath (Vice Chair) RA Cuzner Ms CM DeGroot BJ Marshall Ms A Pater
<b>Company Secretary</b>	BJ Marshall
<b>Operations Committee</b>	Trustees are all <i>ex officio</i> Members BP Edwards JG Hedges V Lamb M Pattinson J Ryman C Wisbey
<b>Registered Office</b>	1 North Parade Frome Somerset BA11 1AT
<b>Independent Examiner</b>	AA Liggatt FCA 16 Sunny Hill Nunney Frome Somerset BA11 4ND
<b>Company No</b>	2377177
<b>Registered Charity No</b>	1091103

# THE FROME MUSEUM

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# THE FROME MUSEUM

## Independent Examiner's Report to the Trustees of The Frome Museum

I report on the accounts of the Trust for the year ended 31 December 2024, which are set out on pages 4 – 10.

### Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)
- to follow the procedures laid down the General Direction given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
AA Liggatt FCA  
Frome, Somerset  
8<sup>th</sup> April 2025

# THE FROME MUSEUM

## Annual Report of the Trustees 2024 Charity reference 1091103

### Legal Status

The Frome Museum is a Company Limited by Guarantee Company number 2377177.

### Governance

Trustees must number no fewer than five. As at 31 December 2024 the composition of the Trustees was as follows:

M Maggs (Chair)  
Dr RG Heath (Vice Chair)  
RA Cuzner  
Ms CM DeGroot  
BJ Marshall  
Ms A Pater

The Trustees are responsible for providing a clear strategy on all matters relating to the Museum, including financial matters, and that they comply with all necessary rules and legal obligations. The Museum has no paid staff and is run and managed entirely by volunteers. Trustees are recruited through their interest shown in the Museum and their willingness to accept the responsibilities of a Trustee. Appointments are made based on candidates' knowledge of and interest in the heritage sector; professional skills and experience; and demonstrable interest in local history.

### Reserves

Total assets of £168,828 are held in four separate funds.

Unrestricted fund	£91,624
Repairing Building Fund	£45,000
Designated fund for replacing windows which includes FHBT Donation	£30,184
Rebranding Fund	£ 2,020

## **Objectives of the Charity**

These are:

- a: to collect, store and conserve artefacts and documents of historic, cultural and artistic importance on behalf of the people of Frome and District
- b: to enable the general public to have access to the collection for investigation and study;
- c: to provide a place where exhibitions can be mounted to inform, and for the enjoyment of, the general public;
- d: to foster an interest in history, especially in the young, and to promote an understanding of the relevance of the past to the society in which we live.
- e: to provide a library service and information on Frome and District

## **Main Activities and Achievements of the Charity during the Year**

Work continued throughout the year on our accreditation return, due to be lodged in 2025, including a detailed review and updating of all of the charity's formal policies, procedures and plans. As part of the process, a new Statement of Purpose and Vision were approved in July 2024, as follows:

### **Statement of Purpose:**

Operating a museum and library to foster an interest by local people and visitors in the history and culture of Frome and its surrounding area.

### **Vision:**

To establish Frome Museum as a central hub of local history and culture, a centre of excellence for local history research, and a pivotal visitor attraction.

During the 2023/24 winter closure, we took the opportunity to re-paint and re-carpet the Lower Gallery, install new lighting, refresh some of the permanent displays, clean and re-present the farming and milk/cheese exhibits above the shops, create a dressing-up corner with new costumes and an activity area for children, and fully open the chemists shop to visitors with new cabinet lighting, displays and signage.

We have during the year undertaken two significant pieces of work with museum professionals and local organisations to understand our key audiences and visitors with disabilities. The results will feature in our updated Forward Plan.

Further highlights of the year include higher exhibition standards, renewed focus on children and school groups, with more school visits, as well as significant efforts to work in partnership with Town Council and a wide variety of local community organisations.

Exhibitions and temporary displays during 2024 included Window Wanderland displays, Marston fire engine, Focus on our Archives, D-Day, local archaeology displays, exhibition and displays by Artists in Residence (with Black Swan Arts), Worn Out in Frome (costume; also window displays in empty shop in Cheap Street), Frome Cinema, Memorial Theatre centenary, Fun at the Museum day (with Town Council support), and the Christmas event.

The museum took part in Heritage Open Day (including Hidden Frome walk), and supported the annual Festival of Archaeology with a Finds Day attended by the Finds Officer for Somerset.

The IT team completed their long-term programme to migrate our entire collections database from *Adlib* to the new more modern *Axiell Collections* platform. Our 'Behind the Scenes' tours remained popular.

**Acknowledgements:**

The Trustees sincerely thank the volunteers and other friends of the Museum for their support.

**On behalf of the Trustees**

M N Maggs – Chair, Board of Trustees

Dated: 9 March 2025

## THE FROME MUSEUM

### Statement of Financial Activities for the year ended 31 December 2024

	2024		2023	
	£		£	
<b>Incoming Resources</b>				
Rents	26,628		24,224	
Legacy	-		5,000	
Grants	6,250		-	
Donations	6,150		4,584	
Gift Aid	1,141		408	
Sales	1,926		2,889	
Building Society Interest	<u>2,995</u>	45,090	<u>1,563</u>	38,668
<b>Resources Expended</b>				
Business Rates	-		-31	
Telephone and internet	5,126		4,382	
Purchases for re-sale	730		893	
Water rates	290		216	
Heating and lighting	13,465		5,570	
Insurance	2,618		2,551	
Printing, postage and stationery	522		467	
Subscriptions and fees	231		329	
Company registration fee	13		13	
Maintenance and repairs	18,054		9,706	
Equipment (other than IT)	975		937	
Professional fees other than C & T	8,225		4,149	
Cooper and Tanner Fees	4,355		3,960	
Depreciation	2,854		3,300	
Rebranding	12,981		-	
Stock of Publications Written Off	-		2,431	
Cleaning	870		406	
New Website	600		480	
Additions to collection	420		-	
Hospitality	121		116	
Sundry	771		641	
Exhibition costs	1,591		-	
Travel costs	-		54	
IT Support Services	<u>9,871</u>	<u>84,683</u>	<u>4,790</u>	<u>45,360</u>
<b>Net Outgoing Resources for the year</b>		<b><u>-39,593</u></b>		<b><u>-6,692</u></b>

# THE FROME MUSEUM

## Balance Sheet as at 31 December 2024

	Notes	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible assets	5	130,262	132,169
<b>Current Assets</b>			
Stock		1,094	1,150
Debtors		6,300	4,960
Cash at bank and in hand		<u>49,482</u>	<u>81,541</u>
		56,876	87,651
<b>Creditors:</b> Amounts falling due within one year	6	<u>(18,310)</u>	<u>(11,399)</u>
		<u>38,566</u>	<u>76,252</u>
		<u>168,828</u>	<u>208,421</u>
<b>Capital and reserves</b>			
Unrestricted fund	8	91,624	118,237
Windows Fund		30,184	30,184
Rebranding Fund	9	2,020	15,000
Repairing Building Fund		<u>45,000</u>	<u>45,000</u>
Totals		<u>168,828</u>	<u>208,421</u>

### Exemption from Audit

For the year ended 31 December 2024 the company was entitled to exemption under section 477 of the Companies Act 2006.

No notice has been deposited under section 476 B (2) requesting an audit of the accounts for the year ended 31 December 2024.

The Company Directors/Trustees acknowledge their responsibility for:

(1) ensuring the company keeps accounting records which comply with section 386; and  
(2) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393 and 394, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

Approved by the trustees on 9th March 2025 and signed on their behalf by:

M N Maggs - Chairman of the Trustees

# THE FROME MUSEUM

## Notes to the Financial Statements for the year ended 31 December 2024

### 1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and follow the recommendations in the Revised Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005
- (b) Stock consists of only items saleable in the museum shop and has been estimated. Goods donated for re-sale are not included in these accounts until sold.
- (c) Depreciation has not been applied to freehold buildings which are stated at cost. Depreciation on equipment has been applied on a cash basis at 20% per annum and on original artwork at 4% per annum.
- (d) Exhibits, artefacts and the like have been acquired through donation and not by purchase. No value for these items is included in these accounts.

### 2. Trustees' expenses

Trustees' expenses were nil (2023: £54)

### 3. Staff Costs

Staff Costs were nil (2023: nil)

### 4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2023 £400)

### 5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2024	117,407	55,153	172,560
Additions	<u>0</u>	<u>947</u>	<u>947</u>
	<u>117,407</u>	<u>56,100</u>	<u>173,507</u>
<b>Depreciation</b>			
At 1 January 2024	-	40,391	40,391
Charge for year	<u>-</u>	<u>2,854</u>	<u>2,854</u>
	<u>-</u>	<u>43,245</u>	<u>43,245</u>
<b>Net book value</b>			
At 31 December 2024	117,407	12,855	130,262
At 31 December 2023	117,407	14,762	132,169

The freehold property was valued in 2004 at £450,000.

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2024

#### 6. Creditors: Amounts falling due within one year

	2024 £	2023 £
Sundry creditors	<u>18,310</u>	<u>11,399</u>
	<u>18,310</u>	<u>11,399</u>

#### 7. Capital and Reserves

The Company is limited by guarantee and therefore has no share capital

#### 8. Unrestricted Fund

Balance as at 1st January 2024	118,237
Net Outgoing Resources	26,613
Balance as at 31st December 2024	<u>91,624</u>

#### 9. Re-branding Fund

Balance as at 1st January 2024	15,000
Net Outgoing Resources	12,980
Balance as at 31st December 2024	<u>2,020</u>

#### 10. The Frome Museum – Artefacts Trust Registered Charity No 309956

The Artefacts Trust exists to own the various artefacts available to The Frome Museum. The artefacts have been donated or bequeathed to the museum over a number of years and have no definable cost. Consequently, the Artefacts Trust has no valued assets, has no liabilities and accordingly does not prepare accounts. It does, however, maintain a record of the artefacts held in its charge.

All of the Frome Museum Trustees are also Trustees of the Artefacts Trust

**THE FROME MUSEUM**

England & Wales - Charity number 1091103

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# Accounts

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## THE FROME MUSEUM

### ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

#### Company Information

<b>President</b>	HM Daniel
<b>Trustees</b>	MN Maggs (Chair) BP Edwards (Co Vice Chair) Dr RG Heath (Co Vice Chair) RA Cuzner Ms T Daniel DP Lassman BJ Marshall Ms A Pater A Ziminski
<b>Company Secretary</b>	BJ Marshall
<b>Operations Committee</b>	Trustees are all <i>ex officio</i> Members M Davis Ms S Gore JG Hedges M Pattinson J Ryman Mrs G Tingay C Wisbey
<b>Registered Office</b>	1 North Parade Frome Somerset BA11 1AT
<b>Independent Examiner</b>	AA Liggatt FCA 16 Sunny Hill Nunney Frome Somerset BA11 4ND
<b>Company No</b>	2377177
<b>Registered Charity No</b>	1091103

# **THE FROME MUSEUM**

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<b>Notes to the Financial Statements</b>	<b>9 – 10</b>

# THE FROME MUSEUM

## Independent Examiner's Report to the Trustees of The Frome Museum

I report on the accounts of the Trust for the year ended 31 December 2023, which are set out on pages 4 – 9.

### Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)
- to follow the procedures laid down the General Direction given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
AA Liggatt FCA  
Frome, Somerset

## THE FROME MUSEUM

### Annual Report of the Trustees 2022 Charity reference 1091103

#### Legal Status

The Frome Museum is a Company Limited by Guarantee Company number 2377177.

#### Governance

Trustees must number no fewer than five. As at 31 December 2023 the composition of the Trustees was as follows:

M Maggs (Chair)  
BP Edwards (Co Vice Chair)  
Dr RG Heath (Co Vice Chair)  
RA Cuzner  
Ms T Daniel  
DP Lassman  
BJ Marshall  
Ms A Pater  
A Ziminski

The Trustees are responsible for providing a clear strategy on all matters relating to the Museum, including financial matters, and that they comply with all necessary rules and legal obligations. The Museum has no paid staff and is run and managed entirely by volunteers. Trustees are recruited through their interest shown in the Museum and their willingness to accept the responsibilities of a Trustee. Appointments are made based on candidates' knowledge of and interest in the heritage sector; professional skills and experience; and demonstrable interest in local history.

#### Reserves

Total assets of £208,421 are held in four separate funds.

Unrestricted fund	£118,237
Repairing Building Fund	£ 45,000
Designated fund for replacing windows which includes FHBT Donation	£ 30,184
Rebranding Fund	£ 15,000

## **Objectives of the Charity**

These are:

- a: to collect, store and conserve artefacts and documents of historic, cultural and artistic importance on behalf of the people of Frome and District
- b: to enable the general public to have access to the collection for investigation and study;
- c: to provide a place where exhibitions can be mounted to inform, and for the enjoyment of, the general public;
- d: to foster an interest in history, especially in the young, and to promote an understanding of the relevance of the past to the society in which we live.
- e: to provide a library service and information on Frome and District

## **Main Activities and Achievements of the Charity during the Year**

Having been in post since March 2019, Bob Cuzner indicated his wish to step down as chair during 2023, although still continuing as a trustee. I took over as chair on 31st August. The board was happy to welcome new trustees Andrew Ziminski, Angela Pater and Tesni Daniel.

Work started on early preparations for our next accreditation return, expected to be required of us in 2024 or 2025. This is a significant and ongoing task, requiring a detailed review and updating of all of the charity's formal policies, procedures and plans. The museum undertook an organisational health check exercise with Museums Development SW to help the board determine future priorities. This is to be followed up with more work on audiences, including a joint project with Bath Spa University looking at accessibility.

During the year a number of improvements were made to internal communications, as well as changes to make us more effective with external communications and publicity. Following a significant rebranding exercise, we agreed new museum signage, both internal and external, improved the website, and designed new posters, flyers and pamphlets. Over the winter closure, the upper gallery was repainted and re-carpeted, and the permanent displays refreshed. An entirely new Frome Hoard replica permanent display, including a model and interpretation panels, was designed and constructed ready for our 2024 Spring reopening.

Our IT team continued their extensive preparatory work to migrate our entire collections database from Adlib to a new Axiell Collections platform. It is expected that this will be complete in 2024.

Exhibitions and temporary displays during 2023 included the newly-refurbished Marston Fire Engine, the Great Fire of Cheap Street, wedding costume, 'Thunderbolt', Photo Frome, 'Letting the Objects Speak' (Local History Festival), Frome Fire Brigade, and Elections Special; as well as new window displays 'Drunk in Frome' (bottles), pharmacy, Carnival, Museum calendar, and weddings. Our Christmas display this year featured Santa and his elves, with a nativity scene in Bridge Street. Further work during the year included the planning of joint cataloguing ventures with the Church of St John the Baptist, the Frome Non-Conformist Churches, the Blue House and several local community organisations.

The museum took part in Heritage Open Day in September, with a talk and tours; a 'Feeling

Dressed' costume workshop and hosted the launch of FSL's new publication the Cruse Map Atlas. Our 'Behind the Scenes' tours proved consistently popular, and outreach to Rossetti House continues to be appreciated.

**Acknowledgements** The Trustees sincerely thank the volunteers and other friends of the Museum for their support.

On behalf of the Trustees

M N Maggs – Chair, Board of Trustees  
Dated: 9<sup>th</sup> March 2024

## THE FROME MUSEUM

### Statement of Financial Activities for the year ended 31 December 2023

	2023		2022	
	£		£	
<b>Incoming Resources</b>				
Rents	24,224		20,564	
Legacy	5,000		-	
Mendip District Council	-		5,500	
Donations	4,584		3,522	
Gift Aid	408		689	
Sales	2,889		3,402	
Building Society Interest	<u>1,563</u>	38,668	<u>781</u>	34,458
<b>Resources Expended</b>				
Business Rates	-31		484	
Telephone and internet	4,382		3,733	
Purchases for re-sale	893		809	
Water rates	216		168	
Heating and lighting	5,570		3,333	
Insurance	2,551		2,304	
Printing, postage and stationery	467		801	
Subscriptions and fees	329		172	
Company registration fee	13		13	
Maintenance and repairs	9,706		11,454	
Equipment (other than IT)	937		1,315	
Professional fees other than C & T	4,149		980	
Cooper and Tanner Fees	3,960		2,810	
Depreciation	3,300		3,874	
Stock of Publications Written Off	2,431		2,300	
Cleaning	406		430	
New Website	480		-	
Restoration of Books	-		1,175	
Hospitality	116		472	
Sundry	641		864	
Exhibition costs	-		1,350	
Travel costs	54		1,234	
IT Support Services	<u>4,790</u>	<u>45,360</u>	<u>3,532</u>	<u>43,607</u>
<b>Net Outgoing Resources for the year</b>		<b><u>-6,692</u></b>		<b><u>-9,149</u></b>

## THE FROME MUSEUM

### Balance Sheet as at 31 December 2023

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible assets	5	132,169	134,581
<b>Current Assets</b>			
Stock		1,150	3,721
Debtors		4,960	2,828
Cash at bank and in hand		<u>81,541</u>	<u>84,921</u>
		87,651	91,470
<b>Creditors:</b> Amounts falling due within one year	6	<u>(11,399)</u>	<u>(10,938)</u>
		<u>76,252</u>	<u>80,532</u>
		<u>208,421</u>	<u>215,113</u>
<b>Capital and reserves</b>			
Unrestricted fund	8	118,237	134,929
Windows Fund		30,184	20,184
Rebranding Fund		15,000	15,000
Repairing Building Fund		<u>45,000</u>	<u>45,000</u>
Totals		<u>208,421</u>	<u>215,113</u>

### Exemption from Audit

For the year ended 31 December 2023 the company was entitled to exemption under section 477 of the Companies Act 2006.

No notice has been deposited under section 476 B (2) requesting an audit of the accounts for the year ended 31 December 2023.

The Company Directors/Trustees acknowledge their responsibility for:

(1) ensuring the company keeps accounting records which comply with section 386; and  
(2) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393 and 394, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

Approved by the trustees on 9th March 2024 and signed on their behalf by:

M N Maggs - Chairman of the Trustees

# THE FROME MUSEUM

## Notes to the Financial Statements for the year ended 31 December 2023

### 1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and follow the recommendations in the Revised Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005
- (b) Stock consists of only items saleable in the museum shop and has been estimated. Goods donated for re-sale are not included in these accounts until sold.
- (c) Depreciation has not been applied to freehold buildings which are stated at cost. Depreciation on equipment has been applied on a cash basis at 20% per annum and on original artwork at 4% per annum.
- (d) Exhibits, artefacts and the like have been acquired through donation and not by purchase. No value for these items is included in these accounts.

### 2. Trustees' expenses

Trustees' expenses were £54 (2022: £630)

### 3. Staff Costs

Staff Costs were nil (2022: nil)

### 4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2022 £400)

### 5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2022	117,407	54,265	171,672
Additions	<u>0</u>	<u>888</u>	<u>888</u>
	<u>117,407</u>	<u>55,153</u>	<u>172,560</u>
<b>Depreciation</b>			
At 1 January 2022	-	37,091	37,091
Charge for year	<u>-</u>	<u>3,300</u>	<u>3,300</u>
	<u>-</u>	<u>40,391</u>	<u>40,391</u>
<b>Net book value</b>			
At 31 December 2023	117,407	14,762	132,169
At 31 December 2022	117,407	17,174	134,581

The freehold property was valued in 2004 at £450,000.

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2023

#### 6. Creditors: Amounts falling due within one year

	2023 £	2022 £
Payments in advance	-	1,913
Sundry creditors	<u>11,399</u>	<u>9,025</u>
	<u>11,399</u>	<u>10,938</u>

#### 7. Capital and Reserves

The Company is limited by guarantee and therefore has no share capital

#### 8. Unrestricted Fund

Balance as at 1st January 2023	134,929
Net Outgoing Resources	6,692
Transfer to Window Fund	10,000
Balance as at 31st December 2023	<u>118,237</u>

#### 9. The Frome Museum – Artefacts Trust Registered Charity No 309956

The Artefacts Trust exists to own the various artefacts available to The Frome Museum. The artefacts have been donated or bequeathed to the museum over a number of years and have no definable cost. Consequently, the Artefacts Trust has no valued assets, has no liabilities and accordingly does not prepare accounts. It does, however, maintain a record of the artefacts held in its charge.

All of the Frome Museum Trustees are also Trustees of the Artefacts Trust

**THE FROME MUSEUM**

England & Wales - Charity number 1091103

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# Accounts

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# THE FROME MUSEUM

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

### Company Information

<b>President</b>	HM Daniel
<b>Trustees</b>	RA Cuzner (Chair) BP Edwards (Co Vice Chair) Dr RG Heath (Co Vice Chair) HM Daniel Ms SM Gore DP Lassman BJ Marshall S Macarthur
<b>Company Secretary</b>	BJ Marshall
<b>Operations Committee</b>	Trustees are all <i>ex officio</i> Members M Davis JG Hedges M Pattinson J Ryman C Wisbey Ms S Morris (FSLs Representative)
<b>Registered Office</b>	1 North Parade Frome Somerset BA11 1AT
<b>Independent Examiner</b>	AA Liggatt FCA 16 Sunny Hill Nunney Frome Somerset BA11 5ND
<b>Company No</b>	2377177
<b>Registered Charity No</b>	1091103

# THE FROME MUSEUM

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# THE FROME MUSEUM

## Independent Examiner's Report to the Trustees of The Frome Museum

I report on the accounts of the Trust for the year ended 31 December 2022, which are set out on pages 4 – 9.

### Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)
- to follow the procedures laid down the General Direction given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
AA Liggatt FCA  
Frome, Somerset

# THE FROME MUSEUM

## Annual Report of the Trustees 2022 Charity reference 1091103

### Legal Status

The Frome Museum is a Company Limited by Guarantee Company number 2377177.

### Governance

Trustees must number no fewer than five. As at 31 December 2022 the composition of the Trustees was as follows:

RA Cuzner (Chair)  
BP Edwards (Co Vice Chair)  
Dr RG Heath (Co Vice Chair)  
HM Daniel  
Ms SM Gore  
DP Lassman  
BJ Marshall  
S Macarthur

The Trustees are responsible for providing a clear strategy on all matters relating to the Museum, including financial matters, and that they comply with all necessary rules and legal obligations. The Museum has no paid staff and is run and managed entirely by volunteers. Trustees are recruited through their interest shown in the Museum and their willingness to accept the responsibilities of a Trustee. Appointments are made based on candidates' knowledge of and interest in the heritage sector; professional skills and experience; and demonstrable interest in local history.

### Reserves

Total assets of £215,113 are held in four separate funds.

Unrestricted fund	£134,929
Repairing Building Fund	£ 45,000
Designated fund for replacing windows which includes FHBT Donation	£ 20,184
Rebranding Fund	£ 15,000

### Objectives of the Charity

These are:

- a: to collect, store and conserve artefacts and documents of historic, cultural and

artistic importance on behalf of the people of Frome and District

b: to enable the general public to have access to the collection for investigation and study;

c: to provide a place where exhibitions can be mounted to inform, and for the enjoyment of, the general public;

d: to foster an interest in history, especially in the young, and to promote an understanding of the relevance of the past to the society in which we live.

e: to provide a library service and information on Frome and District

### **Main Activities and Achievements of the Charity during the Year**

These will be reviewed in its Annual Report on 2022 which will be made available to volunteers and all those who have supported and contributed to the work of the museum over the year.

In summary, the Museum emerged in 2022 out of the challenges of the pandemic with strong and active support from its volunteers who were enthusiastic to resume the exhibitions, displays, visitor support, cataloguing and research. New trustees joined the Museum and between them led the delivery of an imaginative new exhibitions programme and a clear working strategy for brand development, visitor promotion, building improvements and significant additions to its collections.

As we look back at 2022, we can see the rollout of lighting enhancements for the galleries, the start of windows replacement, the launch of a bold and innovative new website, a publicly accessible internet enabled catalogue of the Museum's artefacts, archives and collections.

A key project to restore and scan images of Singer's castings and workshops is now reaching its conclusion and is attracting national publicity. The positive outcomes toward the end of 2022 included the planning of joint cataloguing ventures with the Church of St John the Baptist, the Frome Non-Conformist Churches, The Blue House and several local community organisations.

**Donations** - Total donations were £3,522 (2021 £2,407). The sale of FSLs books and second-hand books raised a further £3,402 (2021 £1,473)

**Acknowledgements** The Trustees sincerely thank the volunteers and other friends of the Museum for their support.

On behalf of the Trustees

R A Cuzner – Chair, Board of Trustees

Dated: 13<sup>th</sup> March 2023

## THE FROME MUSEUM

### Statement of Financial Activities for the year ended 31 December 2022

	2022	2021	
	£	£	
<b>Incoming Resources</b>			
Rents	20,564	21,409	
Grant	-	1,000	
Mendip District Council	5,500	36,500	
Donations	3,522	2,407	
Gift Aid	689	498	
Sales	3,402	1,473	
Bank/Building Society Interest	<u>781</u>	<u>699</u>	63,986
Frome Historic Buildings Trust		-	<u>11,184</u>
	<u>34,458</u>		<u>75,170</u>
<b>Resources Expended</b>			
Business Rates	484	170	
Telephone and internet	3,733	2,925	
Purchases for re-sale	3,109	685	
Water rates	168	138	
Heating and lighting	3,333	2,626	
Insurance	2,304	2,092	
Printing, postage and stationery	801	395	
Subscriptions and fees	172	167	
Company registration fee	13	13	
Maintenance and repairs	11,454	5,652	
Equipment (other than IT)	1,315	251	
Professional fees other than C & T	980	1,895	
Cooper and Tanner Fees	2,810	3,086	
Depreciation	3,874	2,247	
Singer's Glass Slides Restoration	-	2,647	
Cleaning	430	310	
New Website	-	6,998	
Restoration of Painting/Books	1,175	1,400	
Hospitality	472	1,017	
Sundry	864	196	
Exhibition costs	1,350	246	
Travel costs	1,234	-	
IT Support Services	<u>3,532</u>	<u>4,195</u>	<u>39,351</u>
<b>Net Outgoing Resources for the year</b>		<u>-9,149</u>	<u>35,819</u>

## THE FROME MUSEUM

### Balance Sheet as at 31 December 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible assets	5	134,581	128,194
<b>Current Assets</b>			
Stock		3,721	5,294
Debtors		2,828	679
Cash at bank and in hand		<u>84,921</u>	<u>102,059</u>
		91,470	108,032
<b>Creditors:</b> Amounts falling due within one year	6	<u>(10,938)</u>	<u>(11,964)</u>
		<u>80,532</u>	<u>96,068</u>
		<u>215,113</u>	<u>224,262</u>
<b>Capital and reserves</b>			
Unrestricted fund	8	134,929	193,078
Windows Fund		20,184	11,184
Rebranding Fund		15,000	-
Repairing Building Fund		<u>45,000</u>	<u>20,000</u>
Totals		<u>215,113</u>	<u>224,262</u>

### Exemption from Audit

For the year ended 31 December 2022 the company was entitled to exemption under section 477 of the Companies Act 2006.

No notice has been deposited under section 476 B (2) requesting an audit of the accounts for the year ended 31 December 2022.

The Company Directors/Trustees acknowledge their responsibility for:

(1) ensuring the company keeps accounting records which comply with section 386; and  
(2) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393 and 394, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

Approved by the trustees on 13th March 2023 and signed on their behalf by:

R A Cuzner - Chairman of the Trustees

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2022

#### 1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and follow the recommendations in the Revised Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005
- (b) Stock consists of only items saleable in the museum shop and has been estimated. Goods donated for re-sale are not included in these accounts until sold.
- (c) Depreciation has not been applied to freehold buildings which are stated at cost. Depreciation on equipment has been applied on a cash basis at 20% per annum and on original artwork at 4% per annum.
- (d) Exhibits, artefacts and the like have been acquired through donation and not by purchase. No value for these items is included in these accounts.

#### 2. Trustees' expenses

Trustees' expenses were £630 (2021: nil)

#### 3. Staff Costs

Staff Costs were nil (2021: nil)

#### 4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2021: £400)

#### 5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2021	117,407	44,004	161,411
Additions	<u>0</u>	<u>10,261</u>	<u>10,261</u>
	<u>117,407</u>	<u>54,265</u>	<u>171,672</u>
<b>Depreciation</b>			
At 1 January 2020	-	33,217	33,217
Charge for year	<u>-</u>	<u>3,874</u>	<u>3,874</u>
	<u>-</u>	<u>37,091</u>	<u>37,091</u>
<b>Net book value</b>			
At 31 December 2022	117,407	17,174	134,581
At 31 December 2021	111,407	10,787	128,194

The freehold property was valued in 2004 at £450,000.

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2022

#### 6. Creditors: Amounts falling due within one year

	2022 £	2021 £
Payments in advance	1,913	-
Sundry creditors	<u>9,025</u>	<u>11,964</u>
	<u>10,938</u>	<u>11,964</u>

#### 7. Capital and Reserves

The Company is limited by guarantee and therefore has no share capital

#### 8. Unrestricted Fund

Balance as at 1st January 2022	193,078
Net Outgoing Resources	9,149
Transfers to Repairing and Window Funds	34,000
Transfer to Rebranding Fund	15,000
Balance as at 31st December 2022	<u>134,929</u>

#### 9. The Frome Museum – Artefacts Trust Registered Charity No 309956

The Artefacts Trust exists to own the various artefacts available to The Frome Museum. The artefacts have been donated or bequeathed to the museum over a number of years and have no definable cost. Consequently, the Artefacts Trust has no valued assets, has no liabilities and accordingly does not prepare accounts. It does, however, maintain a record of the artefacts held in its charge.

All of the Frome Museum Trustees are also Trustees of the Artefacts Trust

**THE FROME MUSEUM**

England & Wales - Charity number 1091103

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# Accounts

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## THE FROME MUSEUM

### ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### Company Information

<b>President</b>	HM Daniel
<b>Trustees</b>	RA Cuzner (Chairman) BP Edwards (Vice Chair) HM Daniel Cllr S Gore Dr R Heath BJ Marshall S Macarthur
<b>Company Secretary</b>	BJ Marshall
<b>Operations Committee</b>	Trustees are all <i>ex officio</i> Members M Davis JG Hedges D Lassman M Pattinson J Ryman C Wisbey Ms S Morris (FSLs Representative)
<b>Registered Office</b>	1 North Parade Frome Somerset BA11 1AT
<b>Independent Examiner</b>	AA Liggatt FCA 16 Sunny Hill Nunney Frome Somerset BA11 5ND
<b>Company No</b>	2377177
<b>Registered Charity No</b>	1091103

# THE FROME MUSEUM

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# THE FROME MUSEUM

## Independent Examiner's Report to the Trustees of The Frome Museum

I report on the accounts of the Trust for the year ended 31 December 2021, which are set out on pages 4 – 9.

### Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)
- to follow the procedures laid down the General Direction given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
AA Liggatt FCA  
Frome, Somerset

## THE FROME MUSEUM

### Annual Report of the Trustees 2021 Charity reference 1091103

#### Legal Status

The Frome Museum is a Company Limited by Guarantee Company number 2377177.

#### Governance

Trustees must number no fewer than five. At 31 December 2021 the composition of the Trustees was as follows:

RA Cuzner (Chairman)  
BP Edwards (Vice Chair)  
HM Daniel  
Cllr S Gore  
Dr R Heath  
BJ Marshall  
S Macarthur

The Trustees are responsible for providing a clear strategy on all matters relating to the Museum, including financial matters, and that they comply with all necessary rules and legal obligations. The Museum has no paid staff and is run and managed entirely by volunteers. Trustees are recruited through their interest shown in the Museum and their willingness to accept the responsibilities of a Trustee. Appointments are made based on candidates' knowledge of and interest in the heritage sector; professional skills and experience; and demonstrable interest in local history.

#### Reserves

Total assets of £224,262 are held in three separate funds.

Unrestricted fund	£193,078
Repairing Building Fund	£ 20,000
Designated fund donated by FHBT for replacing windows	£ 11,184

#### Objectives of the Charity

These are:

a: to collect, store and conserve artefacts and documents of historic, cultural and artistic importance on behalf of the people of Frome and District

b: to enable the general public to have access to the collection for investigation and

study;

c: to provide a place where exhibitions can be mounted to inform, and for the enjoyment of, the general public;

d: to foster an interest in history, especially in the young, and to promote an understanding of the relevance of the past to the society in which we live.

e: to provide a library service and information on Frome and District

### **Main Activities and Achievements of the Charity during the Year**

These are summarised in the Museum's Annual Report 2021 which will be circulated prior to the Museum's Annual Public Meeting to volunteers and all those who have supported and contributed to the work of the museum over the year.

### **Frome Historic Buildings Trust (FHBT)**

The Trustees sincerely thank the trustees of the FHBT for donating their remaining funds amounting to £11,184 to Frome Museum. Discussions have been held between the two charities and it has been agreed that this amount will be used to replace the windows on the North Parade side of the building.

### **Donations**

Total donations were £2,407 (2020 £3,356). The sale of FSLs books and second-hand books raised a further £1,473 (2020 £449)

### **Acknowledgements**

The Trustees sincerely thank the volunteers and other friends of the Museum for their support during the second extremely challenging year of the Covid-19 pandemic. We reopened at the very end of June 2021 with limitations to public movement and rigorous health protection procedures, but our Museum has emerged financially sound and organisationally strong. The continuing development of its internet catalogue has been aided by remote working and has enhanced a growing national awareness of the Museum's collections and archives. A reassuring outcome from a very difficult year.

On behalf of the Trustees

R A Cuzner- Chairman of the Trustees  
Dated: 4<sup>th</sup> February 2022

## THE FROME MUSEUM

### Statement of Financial Activities for the year ended 31 December 2021

	2021 £	2020 £	
<b>Incoming Resources</b>			
Rents	21,409	20,131	
Grant	1,000	500	
Mendip District Council	36,500	27,000	
Donations	2,407	3,356	
Gift Aid	498	525	
Sales	1,473	449	
Rook Lane Arts	-	2,560	
Legacy	-	1,000	
Bank/Building Society Interest	<u>699</u>	<u>577</u>	56,098
Frome Historic Buildings Trust		<u>11,184</u>	-
		<u>75,170</u>	<u>56,098</u>
<b>Resources Expended</b>			
Business Rates	170	62	
Telephone and internet	2,925	2,315	
Purchases for re-sale	685	189	
Water rates	138	127	
Heating and lighting	2,626	1,956	
Insurance	2,092	2,091	
Printing, postage and stationery	395	129	
Subscriptions and fees	167	264	
Company registration fee	13	13	
Maintenance and repairs	5,652	7,396	
Equipment (other than IT)	251	505	
Professional fees other than C & T	1,895	1,965	
Cooper and Tanner Fees	3,086	2,366	
Depreciation	2,247	2,608	
Singer's Glass Slides Restoration	2,647	2,561	
Cleaning	310	110	
New Website	6,998	-	
Restoration of Painting	1,400	-	
Hospitality	1,017	-	
Sundry	196	158	
Exhibition costs	246	207	
Travel costs	-	58	
IT Support Services	<u>4,195</u>	<u>39,351</u>	<u>4,945</u>
			<u>30,025</u>
<b>Net Outgoing Resources for the year</b>		<u>35,819</u>	<u>26,073</u>

## THE FROME MUSEUM

### Balance Sheet as at 31 December 2021

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible assets	5	128,194	129,760
<b>Current Assets</b>			
Stock		5,294	5,530
Debtors		679	711
Cash at bank and in hand		<u>102,059</u>	<u>68,667</u>
		108,032	74,908
<b>Creditors:</b> Amounts falling due within one year	6	<u>(11,964)</u>	<u>(16,225)</u>
		<u>96,068</u>	<u>58,683</u>
		<u>224,262</u>	<u>188,443</u>
<b>Capital and reserves</b>			
Unrestricted fund	8	193,078	188,443
FHBT Windows		11,184	-
Repairing Building Fund		<u>20,000</u>	-
Totals		<u>224,262</u>	<u>188,443</u>

### Exemption from Audit

For the year ended 31 December 2021 the company was entitled to exemption under section 477 of the Companies Act 2006.

No notice has been deposited under section 476 B (2) requesting an audit of the accounts for the year ended 31 December 2021.

The Company Directors/Trustees acknowledge their responsibility for:

- (1) ensuring the company keeps accounting records which comply with section 386; and
- (2) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393 and 394, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

Approved by the trustees on 4th February 2022 and signed on their behalf by:

R A Cuzner - Chairman of the Trustees

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2021

#### 1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and follow the recommendations in the Revised Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005
- (b) Stock consists of only items saleable in the museum shop and has been estimated. Goods donated for re-sale are not included in these accounts until sold.
- (c) Depreciation has not been applied to freehold buildings which are stated at cost. Depreciation on equipment has been applied on a cash basis at 20% per annum and on original artwork at 4% per annum.
- (d) Exhibits, artefacts and the like have been acquired through donation and not by purchase. No value for these items is included in these accounts.

#### 2. Trustees' expenses

Trustees' expenses were nil (2020: £58)

#### 3. Staff Costs

Staff Costs were nil (2020: nil)

#### 4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2020: £400)

#### 5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2020	117,407	43,323	160,730
Additions	<u>0</u>	<u>681</u>	<u>681</u>
	<u>117,407</u>	<u>44,004</u>	<u>161,411</u>
<b>Depreciation</b>			
At 1 January 2020	-	30,970	30,970
Charge for year	<u>-</u>	<u>2,247</u>	<u>2,247</u>
	<u>-</u>	<u>33,217</u>	<u>33,217</u>
<b>Net book value</b>			
At 31 December 2021	117,407	10,787	128,194
At 31 December 2020	111,407	12,353	129,760

The freehold property was valued in 2004 at £450,000.

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2021

#### 6. Creditors: Amounts falling due within one year

	2021 £	2020 £
Payments in advance	-	198
Sundry creditors	<u>11,964</u>	<u>16,027</u>
	<u>11,964</u>	<u>16,225</u>

#### 7. Capital and Reserves

The Company is limited by guarantee and therefore has no share capital

#### 8. Unrestricted Fund

Balance at 1 <sup>st</sup> January 2021	188,443
Plus: Net Outgoing Resources	35,819
Frome Historic BT – Window Fund	(11,184)
Transfer to Repairing Building Fund	<u>(20,000)</u>
Balance at 31 December 2021	<u>193,078</u>

#### 9. The Frome Museum – Artefacts Trust Registered Charity No 309956

The Artefacts Trust exists to own the various artefacts available to The Frome Museum. The artefacts have been donated or bequeathed to the museum over a number of years and have no definable cost. Consequently, the Artefacts Trust has no valued assets, has no liabilities and accordingly does not prepare accounts. It does, however, maintain a record of the artefacts held in its charge.

All of the Frome Museum Trustees are also Trustees of the Artefacts Trust

**THE FROME MUSEUM**

England & Wales - Charity number 1091103

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# Accounts

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## THE FROME MUSEUM

### ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### Company Information

<b>President</b>	HM Daniel
<b>Trustees</b>	RA Cuzner (Chairman) BP Edwards (Vice Chair) HM Daniel A Foster-Jones Cllr S Gore Ms DK Ingram (retired Oct 2020) BJ Marshall S Macarthur Dr EJ Robinson (retired July 2020)
<b>Company Secretary</b>	BJ Marshall
<b>Management Committee</b>	Trustees are all <i>ex officio</i> Members JG Hedges J Ryman Mrs J O’Kane (retired March 2020) C Wisbey Ms S Morris (FSLs Representative)
<b>Registered Office</b>	1 North Parade Frome Somerset BA11 1AT
<b>Independent Examiner</b>	AA Liggatt FCA Darkhaven Witham Friary Frome Somerset BA11 5HF
<b>Company No</b>	2377177
<b>Registered Charity No</b>	1091103

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# THE FROME MUSEUM

## Independent Examiner's Report to the Trustees of The Frome Museum

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 4 – 9.

### Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)
- to follow the procedures laid down the General Direction given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
AA Liggatt FCA  
Frome, Somerset

## **THE FROME MUSEUM**

### **Annual Report of the Trustees 2020 Charity reference 1091103**

#### **Legal Status**

The Frome Museum is a Company Limited by Guarantee Company number 2377177.

#### **Governance**

Trustees must number no fewer than five. At 31 December 2020 the composition of the Trustees was as follows:

RA Cuzner (Chairman)  
BP Edwards (Vice Chair)  
HM Daniel  
A Foster-Jones  
Cllr S Gore  
BJ Marshall  
S Macarthur

The Trustees are responsible for providing a clear strategy on all matters relating to the Museum, including financial matters, and that they comply with all necessary rules and legal obligations. The Museum has no paid staff and is run and managed entirely by volunteers. Trustees are recruited through their interest shown in the Museum and their willingness to accept the responsibilities of a Trustee. Appointments are made based on candidates' knowledge of and interest in the heritage sector; professional skills and experience; and demonstrable interest in local history.

#### **Reserves**

Total assets of £188,443 are held in an unrestricted fund.

#### **Objectives of the Charity**

These are:

- a: to collect, store and conserve artefacts and documents of historic, cultural and artistic importance on behalf of the people of Frome and District
- b: to enable the general public to have access to the collection for investigation and study;
- c: to provide a place where exhibitions can be mounted to inform, and for the enjoyment of, the general public;
- d: to foster an interest in history, especially in the young, and to promote an understanding of the relevance of the past to the society in which we live.

e: to provide a library service and information on Frome and District

### **Main Activities and Achievements of the Charity during the Year**

These are summarised in the Museum's Annual Report 2020 which will be circulated prior to the Museum's Annual Public Meeting to volunteers and all those who have supported and contributed to the work of the museum over the year.

### **Donations**

Total donations were £3,356 (2019 £9,613). The sale of FSLs books and second-hand books raised a further £449 (2019 £2,516)

### **Thanks**

The Trustees sincerely thank the volunteers and other friends of the Museum for their support during an extremely challenging and difficult year. During this twelve month period we have experienced limitations to public movement and rigorous health protection procedures, but our Museum has emerged financially sound and organisationally strong. The continuing development of its internet catalogue has been aided by remote working and has enhanced a growing national awareness of the Museum's collections and archives. A reassuring outcome from a very difficult year.

On behalf of the Trustees

R A Cuzner- Chairman of the Trustees

Dated: 9th February 2021

## THE FROME MUSEUM

### Statement of Financial Activities for the year ended 31 December 2020

	2020		2019	
	£		£	
<b>Incoming Resources</b>				
Rents	20,131		20,737	
Frome Town Council Grant	500		-	
Mendip District Council	27,000		-	
Donations	3,356		9,613	
Gift Aid	525		2,201	
Sales	449		2,516	
Rook Lane Arts	2,560		-	
Legacy	1,000		-	
Bank/Building Society Interest	<u>577</u>	56,098	<u>512</u>	35,579
 <b>Resources Expended</b>				
Rates	62		416	
Telephone and internet	2,315		2,240	
Purchases for re-sale	189		1,073	
Water rates	127		176	
Heating and lighting	1,956		1,906	
Insurance	2,091		2,034	
Printing, postage and stationery	129		404	
Subscriptions and fees	264		131	
Company registration fee	13		13	
Maintenance and repairs	7,396		8,989	
Equipment (other than IT)	505		948	
Professional fees other than C & T	1,965		3,256	
Cooper and Tanner Fees	2,366		2,318	
Depreciation	2,608		3,007	
Singer's Glass Slides Restoration	2,561		-	
Cleaning	110		490	
Additions to collection	-		1,485	
Hospitality	-		990	
Sundry	158		216	
Exhibition costs	207		551	
Travel and hotel costs	58		907	
IT Support Services	<u>4,945</u>	<u>30,025</u>	<u>6,598</u>	<u>38,148</u>
<b>Net Outgoing Resources for the year</b>		<u><b>26,073</b></u>		<u><b>(2,569)</b></u>

# THE FROME MUSEUM

## Balance Sheet as at 31 December 2020

	Notes	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible assets	5	129,760	131,475
<b>Current Assets</b>			
Stock		5,530	5,484
Debtors		711	929
Cash at bank and in hand		<u>68,667</u>	<u>39,367</u>
		74,908	45,780
<b>Creditors:</b> Amounts falling due within one year	6	<u>(16,225)</u>	<u>(14,885)</u>
		<u>58,683</u>	<u>30,895</u>
		<u>188,443</u>	<u>162,370</u>
<b>Capital and reserves</b>			
Unrestricted fund	8	<u>188,443</u>	<u>162,370</u>

### Exemption from Audit

For the year ended 31 December 2020 the company was entitled to exemption under section 477 of the Companies Act 2006.

No notice has been deposited under section 476 B (2) requesting an audit of the accounts for the year ended 31 December 2020.

The Company Directors/Trustees acknowledge their responsibility for:

(1) ensuring the company keeps accounting records which comply with section 386; and

(2) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393 and 394, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

Approved by the trustees on    th February 2021 and signed on their behalf by:

R A Cuzner - Chairman of the Trustees

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2020

#### 1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and follow the recommendations in the Revised Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005
- (b) Stock consists of only items saleable in the museum shop and has been estimated. Goods donated for re-sale are not included in these accounts until sold.
- (c) Depreciation has not been applied to freehold buildings which are stated at cost. Depreciation on equipment has been applied on a reducing balance basis at 20% per annum.
- (d) Exhibits, artefacts and the like have been acquired through donation and not by purchase. No value for these items is included in these accounts.

#### 2. Trustees' expenses

Trustees' expenses were £58 (2019: £647)

#### 3. Staff Costs

Staff Costs were nil (2019: nil)

#### 4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2019: £400)

#### 5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2019	117,407	42,430	159,837
Additions	<u>0</u>	<u>893</u>	<u>893</u>
	<u>117,407</u>	<u>43,323</u>	<u>160,730</u>
<b>Depreciation</b>			
At 1 January 2019	-	28,362	28,362
Charge for year	<u>-</u>	<u>2,608</u>	<u>2,608</u>
	<u>-</u>	<u>30,970</u>	<u>30,970</u>
<b>Net book value</b>			
At 31 December 2020	117,407	12,353	129,760
At 31 December 2019	111,407	14,068	131,475

The freehold property was valued in 2004 at £450,000.

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2020

#### 6. Creditors: Amounts falling due within one year

	2020 £	2019 £
Payments in advance	198	194
Sundry creditors	<u>16,027</u>	<u>14,691</u>
	<u>16,225</u>	<u>14,885</u>

#### 7. Capital and Reserves

The Company is limited by guarantee and therefore has no share capital

#### 8. Unrestricted Fund

Balance at 1 <sup>st</sup> January 2020	162,370
Plus: Net Outgoing Resources	<u>26,073</u>
Balance at 31 December 2020	<u>188,443</u>

#### 9. The Frome Museum – Artefacts Trust Registered Charity No 309956

The Artefacts Trust exists to own the various artefacts available to The Frome Museum. The artefacts have been donated or bequeathed to the museum over a number of years and have no definable cost. Consequently, the Artefacts Trust has no valued assets, has no liabilities and accordingly does not prepare accounts. It does, however, maintain a record of the artefacts held in its charge.

All of the Frome Museum Trustees are also Trustees of the Artefacts Trust