

THE FROME MUSEUM

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

Company Information

President	HM Daniel
Trustees	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
Company Secretary	BJ Marshall
Operations Committee	Trustees are all <i>ex officio</i> Members M Davis Ms S Gore JG Hedges M Pattinson J Ryman Mrs G Tingay C Wisbey
Registered Office	1 North Parade Frome Somerset BA11 1AT
Independent Examiner	AA Liggatt FCA 16 Sunny Hill Nunney Frome Somerset BA11 4ND
Company No	2377177
Registered Charity No	1091103

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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

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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: 9th March 2024

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Statement of Financial Activities for the year ended 31 December 2023

	2023 £		2022 £	
Incoming Resources				
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
Resources Expended				
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>
Net Outgoing Resources for the year		<u>-6,692</u>		<u>-9,149</u>

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Balance Sheet as at 31 December 2023

	Notes	2023 £	2022 £
Fixed Assets			
Tangible assets	5	132,169	134,581
Current Assets			
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
Creditors: 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>
Capital and reserves			
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

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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 £
Cost			
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>
Depreciation			
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>
Net book value			
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.

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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