

## **Axbridge and District Museum Trust AGM 15<sup>th</sup> October 2024**

### **7:30pm**

#### **Trustees report :**

Like all years, this Season 2023 to 2024, has been interesting, busy, and not without change. The most notable personnel changes have been the 'retirement' of John Page (long serving Chair), Officer Kate Browne, and Trustee Dr Robin Goodfellow. All three have provided years of invaluable service, guidance, and wisdom, to which the Trust will be eternally grateful. John can still be regularly found as a Steward in the Museum (in 'Friends' meetings and as an active member of the Collections and Exhibitions committee), imparting his deep knowledge to Stewards and visitors alike.

At this point, it is prudent to mention that very early this year we sadly lost John Chapman, who had an extensive history with the Museum. John was a leading light in the AALHS and was heavily involved in the establishment of the ADMT and the founding of the museum. John had served in management roles in the various incarnations of the Museum and had provided a wealth of information, advice and interesting talks to the 'Friends'. John also wrote and published books on local historical sites. A friend and asset who will be missed.

We welcome two new trustees this season – Dr Katrina Gulliver and Kevin Rooke. Katrina started in Spring 2024 and brings with her an extensive academic background in history and has taken on responsibility for reviewing and advising on the Museum's social media and digital footprint; and has already identified alternative and exciting platforms the museum can use to reach a larger audience. Kevin is a trustee without portfolio but has found himself involved in fundraising projects which are starting to bear fruit.

The Stewards have increased to twenty-two in number, and it is hoped that with this uplift, there will be a possibility of opening the Museum for seven days a week during the 2025 season. At this point, it would be remiss not to pause and highlight the work the Stewards do in the Museum throughout the season. A customer insight survey conducted during the season, revealed that 94% of visitors were 'highly satisfied' and even more impressive was that 96% thought that the welcome from the stewards was 'excellent'. These statistics reflect the conversations that take place between visitors and trustees where compliments regarding stewards' subject matter knowledge, friendliness and approachability are commonplace. Without stewards there would not be a museum,

and without the excellent work of our steward team we would not be having the proven year-on-year increase in visitor numbers - 2023 saw 5668 visitors, a record number. I am delighted to say that so far this year we have already exceeded this number and so we will post record-breaking attendance for the second year in a row.'

Returning to the subject of changes, one of the transformations that has occurred this year is the way the ADMT is administered. Since John Page stood down as Chair October 2023 no individual trustee performs the role of Chair, but akin to the United Nations, all trustees take turns to chair monthly meetings; To date, this works well. A special mention goes to Trustee Alan Wells who has compiled the meeting minutes since Kate Browne stepped down.

Another update implemented this year is the way we store our business documents, with the introduction of cloud storage, by Trustee Andy Mcleod. By storing these documents electronically they can be securely archived, indexed, and easily located. The Museum Manager, Dean Packham, gave up a lot of his summer scanning and indexing bygone reports and minutes. These records can be accessed, with correct permissions, on the Museums Google Drive.

Continuing with the theme of the Museum using online technology, the Museum has introduced a POS payment terminal, which allows visitors to pay for Museum merchandise or make donations during their visit. The ability to do this, coupled with the updated and extensive branded KJHL merchandise (introduced by Manager Dean Packham) has increased takings within the Museum.

#### Events at the museum

##### 'A Good Girls Guide to Murder'

During Summer 2023 Axbridge Town Centre became a set for the above-named Television series. The Museum featured as a backdrop for a number of scenes. Interest in the production has drawn visitors into the town and more importantly, into the Museum.

#### Paranormal Investigations

On a limited number of occasions over the last twelve months, the Museum has played host to Paranormal investigators. These groups have reported limited but interesting results whilst incidentally making generous donations to our funds.

#### Long Clocks

One of the features that drew considerable admiration was the inclusion of the long case clocks and associated display on Time. These clocks have been purchased with the support of the Axbridge Parochial Charity, The Art Fund and ACE/V&A.

#### Children's Space

The ground floor space has been revamped to include a designated children's area. This zone now contains new costumes which allow our small visitors to try clothes of the past. It is common on the weekend to see children wandering the Museum dressed in Workhouse clothes, clutching a quiz whilst pondering the word S.K.E.L.E.T.O.N's.

#### The Basle Air Disaster

The 50-year Anniversary display of this event that was run in 2023, has found a permanent home in the Museum on the first floor.

The current reporting year closes with evolutionary changes that will hopefully make the running of the Museum easier. It is anticipated that the next year will continue in the same vein, but with a focus on attracting new audiences, especially those living close by. It is noted that KJHL, like all Museums, attracts only 5% of the local population, and there are plans afoot to improve upon this. However, any ideas to tempt our locals across the threshold will be gratefully received.

Finally, to finish - Thank you all for your continued support and hard work.

Trustee Kevin Rooke created this report, on behalf of the Trustees of KJHL.

**Axbridge and District Museum Trust**  
**Financial Statements for the period 1st April 2023 to 31 March 2024**

**Income and Expenditure Account**

1st April 2023 to 31st March 2024

(2022-23)

**Income**

Council grants	£1,400.00	£1,400.00
COVID-19 Support Grant	£0.00	£0.00
Admission charges	£0.00	£0.00
National Trust membership credit	£12,841.50	£4,240.50
General donations	£2,580.50	£2,321.50
Online Donations	£119.47	£245.49
Specific donations	£0.00	£0.00
Hire of premises	£750.00	£710.00
Sales	£1,166.33	£0.00
Care of collection contribution	£0.00	£3,570.00
Lecture fees	£0.00	£0.00
Custodians trip	£0.00	£0.00
Gift Aid/other income	£1,260.09	£0.00
Fundraising/grants	£4,400.00	£1,000.00
Interest	£187.33	£32.12
Corporate Friends	£0.00	£110.00
AALHS Funds	£1,689.82	£0.00
Friends Meetings	£645.75	£57.00
Friends of the Museum	£720.00	£385.00
Refunds	£1,064.82	£0.00
<b>Total Income</b>	<b>£28,825.61</b>	<b>£14,071.61</b>

**Expenditure**

Honoraria	£7,914.00	£7,688.00
Postage	£7.50	£0.00
Printing/Stationery	£23.49	£57.60
Volunteer Promotion	£203.82	£996.00
Subsistence/travel	£12.30	£0.00
Membership Fees	£263.00	£246.00
Legal Fees	£0.00	£0.00
Building Maintenance	£1,104.03	£2,243.49
Building Refurbishment	£0.00	£39.52
Water Supply	£92.92	£104.39
Electricity	£570.95	£294.58
Telephone	£286.94	£582.85
National Trust Lease	£1,320.00	£1,320.00
Town Hall Rent	£3,500.00	£3,500.00
Town Hall Utilities	£384.71	£335.09
Intruder Alarm	£0.00	£2,433.04
Advertising & Publicity	£0.00	£0.00
Exhibitions/events/conservation	£449.57	£0.00
Insurances	£1,121.01	£1,020.36
Room Hire	£40.00	£21.00
Grant related purchases	£4,900.00	£0.00
Shop Purchases	£931.06	£0.00
Friends Meeting Expenses	£308.50	
Companies House	£13.00	£13.00
Other expenditure	£149.35	£60.50
Prior Year Debtor Write Off	£0.00	£0.00
<b>Total expenditure</b>	<b>£23,596.15</b>	<b>£20,955.42</b>
<b>Excess of income over expenditure</b>	<b>£5,229.46</b>	<b>-£6,883.81</b>

# Axbridge and District Museum Trust

## Financial Statements for the period 1st April 2023 to 31 March 2024

### Balance Sheet

as at 31st March 2024

(2022-23)

Prepayment		£0.00
Bank and Cash	£24,159.32	£19,003.36
Investments	£31,223.21	£27,685.27
Debtors	£0.00	£0.00
Liabilities	£0.00	-£73.50
Net Assets	<b>£55,382.53</b>	<b>£46,615.13</b>

Financed by:

Opening balance	£46,615.13	£54,079.59
Invoices outstanding	£0.00	£0.00
Retained Profit	£5,229.46	-£6,883.81
Movement in Investment value	£3,537.94	-£580.65
less commitments	£0.00	£0.00
	<b>£55,382.53</b>	<b>£46,615.13</b>

For the year ended 31 March 2023 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- i) The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

These accounts have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These accounts were approved by the directors and authorised for issue on 17th October 2023 and are signed on their behalf by:

Signed:

Chairman of the AGM

Company Registration Number 4240988

### Note to the accounts

#### Cash Movement Reconciliation 1st April 2023 to 31st March 2024

(2022-23)

Opening balance	£46,615.13	£54,079.59
Income	£28,825.61	£14,071.61
Expenditure	-£23,596.15	-£20,955.42
Payments uncleared	£0.00	£0.00
Movement in Investment Value	£3,537.94	-£580.65
Closing Balance	<b>£55,382.53</b>	<b>£46,615.13</b>

Held as:

COIF Charity Fund/Investments	£31,223.21	£27,685.27
Business deposit account(s)	£23,066.69	£18,120.59
Current Account	£1,092.63	£73.82
Deposits uncleared	£0.00	£0.00
less uncleared payments	£0.00	-£73.50
Cash held	£0.00	£808.95
	<b>£55,382.53</b>	<b>£46,615.13</b>

In accordance with the policy of the Board, £20,000 is held in reserve and has been identified to be used only the the event that otherwise the Trust would become insolvent.




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**Re: ADMT Accounts**

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**From** Mike Sartain <m.sartain@hotmail.co.uk>  
**Date** Tue 08/10/2024 15:29  
**To** Ralph Peebles Brown <ralphp-b@hotmail.com>  
**Cc** alan wells <alan.wells9@btopenworld.com>

 1 attachment (57 KB)  
BCR March 2024 Working.xls;

Dear Ralph and Alan

Thanks for sending over the accounts.

I am happy to report to you and the Trustees that I have examined the accounts for the Axbridge and District Museum Trust and can verify that they are a true representation of the facts presented to me.

Well done Ralph, an excellent job!

Best regards



Mike Sartain

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**From:** Ralph Peebles Brown <ralphp-b@hotmail.com>  
**Sent:** 07 October 2024 12:44  
**To:** m.sartain@hotmail.co.uk <m.sartain@hotmail.co.uk>  
**Subject:** ADMT Accounts

Hi Mike

Please find attached spreadsheet for the 2023-24 Museum Trust Accounts.

Please let me have any queries.

Thanks

Ralph

Sent from [Outlook](#)