

# BAMPTON COMMUNITY ARCHIVE

England & Wales · Charity number 1097295

## Details

---

Other names	BAMPTON COMMUNITY ARCHIVE AND LOCAL STUDIES CENTRE, THE BAMPTON MUSEUM AND HISTORY SOCIETY
Status	Registered
Legal form	Other
Registered	2003-04-30
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	York House Cheapside Bampton OX18 2JL
Phone	01993201383
Email	<a href="mailto:nick.newland@hotmail.com">nick.newland@hotmail.com</a>
Website	<a href="http://www.bamptonarchive.co.uk">www.bamptonarchive.co.uk</a>

## Activities

---

**Objects:** TO PROMOTE AND ENCOURAGE FOR THE PUBLIC EDUCATION AND BENEFIT, THE COLLECTION, PRESERVATION, STORAGE AND DISPLAY OF PHOTOGRAPHIC, WRITTEN AND OTHER ARCHIVAL MATERIAL RELATING TO THE SOCIAL HISTORY OF THE PARISH OF BAMPTON, OXFORDSHIRE.

**Activities:** Community exhibitions and collection of material for the history archive

## Classification

---

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

- **Area of benefit:** PARISH OF BAMPTON, OXFORDSHIRE
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£81,706	£64,161	-	-
2024-03-31	£75,507	£62,411	-	-
2023-03-31	£58,768	£104,900	-	-
2022-03-31	£161,937	£210,971	-	-
2021-03-31	£4,585	£9,137	-	-

## Trustees

Name	Role	Appointed
Jennifer Leonarda Dixon-Clegg	Chair	2023-09-11
JO LEWINGTON		
Nicholas John Newland		2016-09-09
ROBIN SHUCKBURGH		2015-05-06

**BAMPTON COMMUNITY ARCHIVE**

England & Wales - Charity number 1097295

---

# Accounts

---

**BAMPTON COMMUNITY ARCHIVE (Registered Charity 1097295)**

**TRUSTEES ANNUAL REPORT**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

**BAMPTON COMMUNITY ARCHIVE (BCA) OBJECTIVES AND ACTIVITIES**

The object of the Charity is to promote and encourage, for the public education and benefit, the collection, preservation, storage and display of photographic, written and other archival material relating to the social history of the Parish of Bampton, Oxfordshire.

The Charity operates from the Robert Vesey and Lewington Rooms in the Old Grammar School in Church View, Bampton. The charity welcomes visitors to its exhibitions and displays. The Charity holds major exhibitions and in the last year presented “Water, Wells & Waste in Bampton and Weald” by Alistair Wray and Paul Ader. Exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition and added to the Community Archive.

The BCA Trustees gratefully acknowledge the hours of volunteer time, dedication and skill given to fulfilling the objectives of the BCA.

**BCA STRUCTURE**

The Rules of the Charity were adopted by the Members on 18<sup>th</sup> March 2002. The Charity is an Association with Members paying an Annual Subscription. During the period 2024 – 2025 BCA membership increased. There was no increase in membership fee during the period.

There are currently 69 Individual Members (£5 pa) and 86 Family Members (£8 pa). The Trustees are appointed or reappointed annually at the Annual General Meeting. The Committee manages all the affairs of the Charity and consists of the Officers and not fewer than four and not more than twelve other Members.

The Charity has set up a limited company, Bampton Archive Trading Ltd (company number 08853943), to sell products to generate additional revenue for the Charity. The company's officers are the Trustees. The results of the company are consolidated with the Charity and all profits from the trading company are donated to the Charity.

All work of the BCA is made possible only through the generosity of the local community who, in turn, are also brought together by the activity of the BCA.

All Trustees and Committee Members give their time voluntarily and receive no remuneration or other benefits.

**BAMPTON COMMUNITY HUB**

The Archive and Bampton Library work separately but also together under the umbrella of Bampton Community Hub.

The Lewington Room has been used regularly for talks and workshops encouraging members and non-members to be involved in a variety of activities, all of which are provided at no cost to attendees.

**THE OLD GRAMMAR SCHOOL**

On 10<sup>th</sup> September 2019, the Charity entered into a 25-year lease for part of the Ground Floor (the Robert Vesey Room) and all of the First Floor (the Lewington Room) of the Old Grammar School.

### **BCA FINANCIAL INFORMATION**

Sales in the Vesey Room and Online in the year totalled £71,383. The gross profit margin was 45%. Donations from visitors and from tour groups contributed a further £8,011. After costs of operating the Charity, there was a surplus of £17,545, which resulted, at the year end, in reserves carried forward of £58,481 (which in the prior year amounted to £40,936).

### **BCA TRUSTEE DECLARATION**

The Trustees of the Bampton Community Archive (BCA) are pleased to submit their report and accounts for the period 1st April 2024 to 31st March 2025.

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature on 26 September 2025.

A handwritten signature in blue ink that reads "Jennifer Dixon-Clegg". The signature is written in a cursive style and is positioned above a horizontal line.

Jennifer Dixon-Clegg

Chairman

**BAMPTON COMMUNITY ARCHIVE**

**REPORTS AND FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2025**

**Charity Number: 1097295**

<b>Contents</b>	<b>Page</b>
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3
Balance sheet	4
Notes to the financial statement	5

**BAMPTON COMMUNITY ARCHIVE****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Josephine Lewington (President)

Jennifer Dixon-Clegg (Chairman)

Robin Shuckburgh (Trustee)

Nicholas Newland (Treasurer)

**Registered Address**

York House

Cheapside

Bampton

Oxon

OX18 2JL

**Bankers**

HSBC plc

24 Market Square

Witney

Oxfordshire

OX8 7BG

**TRUSTEES' REPORT**

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BAMPTON COMMUNITY ARCHIVE**

I report on the accounts of the Trust for the year ended 31 March 2025, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**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 respect the requirements:
  - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed and dated:



Dennis Walker  
Saturday, 30 August 2025

**BAMPTON COMMUNITY ARCHIVE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2025**  
**INCOME AND EXPENDITURE ACCOUNT**

		<b>2024-25</b>	2023-24
		<b><u>Unrestricted</u></b>	<u>Total</u>
		<b><u>Funds</u></b>	<u>Total</u>
		£	£
<b>Incoming resources</b>			
<b>Grants and Subscriptions</b>	<b>2</b>		
Equipment Grants		0	2,500
WODC, OCC & Landlord Renovation Grants		0	0
Membership Subscriptions		940	1,012
Donations		8,011	5,628
<b>Activities generating funds</b>			
Vesey Room & Online Sales	<b>3</b>	71,383	64,020
Events		0	1,230
<b>Other incomes</b>			
Gift Aid		605	614
Bank Interest		767	503
		<hr/> <b>81,706</b> <hr/>	<hr/> 75,507 <hr/>
<b>Resources expended</b>			
<b>Charitable expenditure</b>			
Purchases for Resale		39,333	36,735
Refurbishment Project Costs		1,761	3,043
Repairs and Maintenance		1,664	1,361
Computerisation & Website		10,282	12,476
Paypal & Finance Costs		1,474	1405
		<hr/> <b>54,514</b> <hr/>	<hr/> 55,020 <hr/>
<b>Management and Administration</b>			
Stationery & Telephone		227	359
Exhibition Costs & Meetings & Open Day		3,703	3,310
Subscriptions		255	255
Legal Expenses		34	13
Rent & Service Charge		4,375	2214
Insurance		590	565
Miscellaneous		463	675
		<hr/> <b>9,647</b> <hr/>	<hr/> 7,391 <hr/>
<b>Total resources expended</b>		<hr/> <b>64,161</b> <hr/>	<hr/> 62,411 <hr/>
<b>Net balance</b>		<hr/> <b>17,545</b> <hr/>	<hr/> 13,096 <hr/>
<b>Balance brought forward</b>		<b>40,936</b>	27,840
<b>Net accumulated income carried forward</b>		<hr/> <b>58,481</b> <hr/>	<hr/> 40,936 <hr/>

**BAMPTON COMMUNITY ARCHIVE****BALANCE SHEET****AS AT 31 MARCH 2025**

<u>Notes</u>	<u>2024-25</u>		<u>2023-24</u>
<b>Asset employed:</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible assets		0	0
Net Value		<u>0</u>	<u>0</u>
<b>Current assets</b>			
Stock	13,450		14,073
Cash at bank	53,096		34,513
Debtors	690		1,658
	<u>67,236</u>		<u>50,244</u>
<b>Creditors:</b> amounts falling due within one year	-8,755		-9,308
<b>Net current assets</b>		<u>58,481</u>	<u>40,936</u>
<b>Net assets</b>		<u>58,481</u>	<u>40,936</u>
<b>Accumulated funds:</b>			
Unrestricted		<u>58,481</u>	<u>40,936</u>

The financial statements on pages 3 to 5 were approved by the Trustees on 26 September 2025 and signed on their behalf by:

Jennifer Dixon-Clegg  
Chair

**BAMPTON COMMUNITY ARCHIVE****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.
- (b) **Income and expenditure**  
All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.
- (c) **Fund accounting**  
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.  
Restricted funds are those which have been made available for specific projects.
- (d) **Tangible assets and depreciation**  
Tangible assets are included at original cost less accumulated depreciation.  
Depreciation is provided in order to write off each asset over its estimated useful life.  
Assets which have been provided by donation or grant are not capitalised.
- (e) **Analysis of expenditure**  
Expenditure is attributed to specific activities and has been included in those cost categories. Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.
- (f) **Voluntary Income**  
The Charity receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution and the accounts have been prepared without including any provision for this income.

**2 Grants & Donations**

Equipment grants and donations in the current year total £8,011 (p/y £8,128).

**3 Vesey Room & Online Sales**

The Archive retails its own publications and other memorabilia in the Vesey Room in the Old Grammar School, Bampton which reopened in May 2022 after completion of the renovation programme, and online.

**4 Trustee expenses**

No Trustees claimed any expenses for their trustee duties during the year.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BAMPTON COMMUNITY ARCHIVE**

I report on the accounts of the Trust for the year ended 31 March 2025, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**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 respect the requirements:
  - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed and dated:



Dennis Walker  
Saturday, 30 August 2025

**BAMPTON COMMUNITY ARCHIVE**

England & Wales - Charity number 1097295

---

# Accounts

---

**BAMPTON COMMUNITY ARCHIVE**

**REPORTS AND FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2024**

**Charity Number: 1097295**

<b>Contents</b>	<b>Page</b>
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3
Balance sheet	4
Notes to the financial statement	5

**BAMPTON COMMUNITY ARCHIVE****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Josephine Lewington (President)  
Jennifer Dixon-Clegg (Chairman)  
Robin Shuckburgh (Trustee)  
Nicholas Newland (Treasurer)

**Registered Address**

York House  
Cheapside  
Bampton  
Oxon  
OX18 2JL

**Bankers**

HSBC plc  
24 Market Square  
Witney  
Oxfordshire  
OX8 7BG

**TRUSTEES' REPORT**

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BAMPTON COMMUNITY ARCHIVE**

I report on the accounts of the Trust for the year ended 31 March 2024, which comprise the Statement of Financial Activities, the Balance Sheet and related notes:

**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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**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 respect the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed and dated:



Dennis Walker

Tuesday 10 September 2024

**BAMPTON COMMUNITY ARCHIVE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024**  
**INCOME AND EXPENDITURE ACCOUNT**

		2023-24	2022-23
		<u>Unrestricted</u>	<u>Total</u>
		<u>Funds</u>	<u>£</u>
		£	£
<b>Incoming resources</b>			
<b>Grants and Subscriptions</b>	2		
Equipment Grants		2,500	1,500
WODC, OCC & Landlord Renovation Grants		0	0
Membership Subscriptions		1,012	772
Donations		5,628	5,549
<b>Activities generating funds</b>			
Vesey Room & Online Sales	3	64,020	50,703
Events		1,230	0
<b>Other incomes</b>			
Gift Aid		614	162
Bank Interest		503	82
		<u>75,507</u>	<u>58,768</u>
<b>Resources expended</b>			
<b>Charitable expenditure</b>			
Purchases for Resale		36,735	25,420
Refurbishment Project Costs		3,043	61,617
Repairs and Maintenance		1,361	1,401
Computerisation & Website		12,476	7,950
Paypal & Finance Costs		1,405	1121
		<u>55,020</u>	<u>97,509</u>
<b>Management and Administration</b>			
Telephone		359	27
Exhibition Costs & Meetings & Open Day		3,310	4,522
Subscriptions		255	255
Legal Expenses		13	13
Rent & Service Charge		2,214	2060
Insurance		565	514
Miscellaneous		675	0
		<u>7,391</u>	<u>7,391</u>
<b>Total resources expended</b>		<u>62,411</u>	<u>104,900</u>
<b>Net balance</b>		<u>13,096</u>	<u>-46,132</u>
<b>Balance brought forward</b>		27,840	73,972
<b>Net accumulated income carried forward</b>		<u>40,936</u>	<u>27,840</u>

**BAMPTON COMMUNITY ARCHIVE****BALANCE SHEET****AS AT 31 MARCH 2024**

<u>Notes</u>	<u>2023-24</u>	<u>2022-23</u>
<b>Asset employed:</b>	£	£
<b>Fixed assets</b>		
Tangible assets	0	0
Net Value	<u>0</u>	<u>0</u>
<b>Current assets</b>		
Stock	14,073	14,000
Cash at bank	34,513	28,250
Debtors	1,658	0
	<u>50,244</u>	<u>42,250</u>
<b>Creditors: amounts falling due within one year</b>	-9,308	-14,410
<b>Net current assets</b>	<u>40,936</u>	<u>27,840</u>
<b>Net assets</b>	<u>40,936</u>	<u>27,840</u>
<b>Accumulated funds:</b>		
Unrestricted	<u>40,936</u>	<u>27,840</u>

The financial statements on pages 3 to 5 were approved by the Trustees on 24 September 2024 and signed on their behalf by;



Jennifer Dixon-Clegg  
Chair

**BAMPTON COMMUNITY ARCHIVE****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.
- (b) **Income and expenditure**  
All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.
- (c) **Fund accounting**  
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.  
Restricted funds are those which have been made available for specific projects.
- (d) **Tangible assets and depreciation**  
Tangible assets are included at original cost less accumulated depreciation.  
Depreciation is provided in order to write off each asset over its estimated useful life.  
Assets which have been provided by donation or grant are not capitalised.
- (e) **Analysis of expenditure**  
Expenditure is attributed to specific activities and has been included in those cost categories. Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.
- (f) **Voluntary Income**  
The Charity receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution and the accounts have been prepared without including any provision for this income.

**2 Grants & Donations**

Equipment grants and donations in the current year total £8,128.

**3 Vesey Room & Online Sales**

The Archive retails its own publications and other memorabilia in the Vesey Room in the Old Grammar School, Bampton which reopened in May 2022 after completion of the renovation programme, and online.

**4 Trustee expenses**

No Trustees claimed any expenses for their trustee duties during the year.

**BAMPTON COMMUNITY ARCHIVE ANNUAL REPORT**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

**BAMPTON COMMUNITY ARCHIVE (BCA) OBJECTIVES AND ACTIVITIES**

The object of the Charity is to promote and encourage, for the public education and benefit, the collection, preservation, storage and display of photographic, written and other archival material relating to the social history of the Parish of Bampton, Oxfordshire.

The Charity operates from the Robert Vesey and Lewington Rooms in the Old Grammar School in Church View, Bampton. The charity welcomes visitors to its exhibitions and displays. Each year, the Charity holds major exhibitions which, in the last year were "30 Years of Bampton Classical Opera" by Jeremy Gray and "Bampton and its Railways 1873 to 1962" by David Palfreyman. These exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition and added to the Community Archive.

The BCA trustees gratefully acknowledge the hours of volunteer time, dedication and skill given to fulfilling the objectives of the BCA.

**BCA STRUCTURE**

The Rules of the Charity were adopted by the Members on 18<sup>th</sup> March 2002. The Charity is an Association with Members paying an Annual Subscription. During the period 2023 – 2024 BCA membership increased. There was no increase in membership fee during the period.

There are currently 66 Individual Members (£5 pa) and 85 Family Members (£8 pa). The Trustees are appointed or reappointed annually at the Annual General Meeting. The Committee manages all the affairs of the Charity and consists of the Officers and not fewer than four and not more than twelve other Members.

The Charity has set up a limited company, Bampton Archive Trading Ltd (company number 08853943), to sell products to generate additional revenue for the Charity. The company's officers are the Trustees. The results of the company are consolidated with the Charity and all profits from the trading company are donated to the Charity.

All work of the BCA is made possible only through the generosity of the local community who, in turn, are also brought together by the activity of the BCA.

All Trustees and Committee Members give their time voluntarily and receive no remuneration or other benefits.

**BAMPTON COMMUNITY HUB**

The Archive and Bampton Library work separately but also together under the umbrella of Bampton Community Hub.

The Lewington Room has been used regularly for talks and workshops encouraging members and non-members to be involved in a variety of activities, all of which are provided at no cost to attendees.

## THE OLD GRAMMAR SCHOOL

On 10<sup>th</sup> September 2019, the Charity entered into a 25-year lease for part of the Ground Floor (the Robert Vesey Room) and all of the First Floor (the Lewington Room) of the Old Grammar School.

## BCA FINANCIAL INFORMATION

Sales in the Vesey Room and Online in the year totalled £64,020. The gross profit margin was 43%. Donations from visitors and from tour groups contributed a further £5,628. After costs of operating the Charity, there was a surplus of £13,096, which resulted, at the year end, in reserves carried forward of £40,936 (which in the prior year amounted to £27,840).

## BCA TRUSTEES

The trustees of the Bampton Community Archive (BCA) are pleased to submit their report and accounts for the period 1st April 2023 to 31st March 2024.

At the Annual General Meeting held on 26<sup>th</sup> October 2022, Robin Shuckburgh announced he would stand down as Chairman of the Trustees (although remaining as a Trustee) and the Committee appointed Jennifer Dixon-Clegg to take on the role of Chairman and join the Trustees which she did on 11<sup>th</sup> September 2023.

## BCA TRUSTEE DECLARATION

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature on [date].



Jennifer Dixon-Clegg,

Chairman.

24<sup>th</sup> September, 2024.

**BAMPTON COMMUNITY ARCHIVE**

England & Wales - Charity number 1097295

---

# Accounts

---

**BAMPTON COMMUNITY ARCHIVE**

**REPORTS AND FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>st</sup> MARCH 2023**

**Charity Number: 1097295**

<b>Contents</b>	<b>Page</b>
Charity Information	1
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3
Balance sheet	4
Notes to the financial statement	5

**BAMPTON COMMUNITY ARCHIVE****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Josephine Lewington (President)

Robin Shuckburgh (Chairman)

Nicholas Newland (Treasurer)

**Registered Address**

York House

Cheapside

Bampton

Oxon

OX18 2JL

**Bankers**

HSBC plc

24 Market Square

Witney

Oxfordshire

OX8 7BG

**TRUSTEES' REPORT**

See attached documentation

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BAMPTON COMMUNITY ARCHIVE**

I report on the accounts of the Trust for the year ended 31 March 2023, which comprise the Statement of Financial Activities, the Balance Sheet and related notes:

**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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**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 respect the requirements:
- a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed and dated:



D T Walker

26 Sept 2023

**BAMPTON COMMUNITY ARCHIVE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023**  
**INCOME AND EXPENDITURE ACCOUNT**

		2022-23	2021-22
		<u>Unrestricted</u>	<u>Total</u>
		<u>Funds</u>	<u>Total</u>
		£	£
<b>Incoming resources</b>			
<b>Grants and Subscriptions</b>	<b>2</b>		
Equipment Grants		1,500	3,512
WODC, OCC & Landlord Renovation Grants		0	155,594
Membership Subscriptions		772	524
Donations		5,549	284
<b>Activities generating funds</b>			
Vesey Room & Online Sales	3	50,703	756
Events		0	1,214
<b>Other incomes</b>			
Gift Aid		162	45
Bank Interest		82	8
		<u>58,768</u>	<u>161,937</u>
<b>Resources expended</b>			
<b>Charitable expenditure</b>			
Purchases for Resale		25,420	293
Refurbishment Project Costs		61,617	205,824
Repairs and Maintenance		1,401	52
Computerisation & Website		7,950	3,844
Paypal & Finance Costs		1,121	55
		<u>97,509</u>	<u>210,068</u>
<b>Management and Administration</b>			
Telephone		27	152
AGM & Private Viewing Expenses		4,522	0
Subscriptions		255	255
Legal Expenses		13	13
Rent & Service Charge		2,060	0
Insurance		514	483
Miscellaneous		0	0
		<u>7,391</u>	<u>903</u>
<b>Total resources expended</b>		<u>104,900</u>	<u>210,971</u>
<b>Net balance</b>		<u>-46,132</u>	<u>-49,034</u>
<b>Balance brought forward</b>		73,972	123,006
<b>Net accumulated income carried forward</b>		<u>27,840</u>	<u>73,972</u>

**BAMPTON COMMUNITY ARCHIVE****BALANCE SHEET****AS AT 31 MARCH 2023**

<u>Notes</u>	<u>2022-23</u>	<u>2021-22</u>
<b>Asset employed:</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>		
Tangible assets	0	0
Net Value	<u>0</u>	<u>0</u>
<b>Current assets</b>		
Stock	14,000	13,000
Cash at bank	28,250	70,337
Debtors	0	1,000
	<u>42,250</u>	<u>84,337</u>
<b>Creditors:</b> amounts falling due within one year	-14,410	-10,365
<b>Net current assets</b>	<u>27,840</u>	<u>73,972</u>
<b>Net assets</b>	<u>27,840</u>	<u>73,972</u>
<b>Accumulated funds:</b>		
Unrestricted	<u>27,840</u>	<u>73,972</u>

The financial statements on pages 3 to 5 were approved by the Trustees on 11 September 2023 and signed on their behalf by:



Robin Shuckburgh  
Chair

**NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.
- (b) **Income and expenditure**  
All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.
- (c) **Fund accounting**  
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.  
Restricted funds are those which have been made available for specific projects.
- (d) **Tangible assets and depreciation**  
Tangible assets are included at original cost less accumulated depreciation.  
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.  
Assets which have been provided by donation or grant are not capitalised.
- (e) **Analysis of expenditure**  
Expenditure is attributed to specific activities and has been included in those cost categories. Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.
- (f) **Voluntary Income**  
The Charity receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution and the accounts have been prepared without including any provision for this income.

**2 Grants & Donations**

Equipment grants and donations in the current year total £7,049.  
In the prior year, Grants totalling £159,106 relate to the appeal for funds to renovate the Old Grammar School building in Bampton which houses the Archive and Vesey Room from which the Charity operates. The work was finished in May 2022 at a total cost of £267,441.

**3 Vesey Room & Online Sales**

The Archive retails its own publications and other memorabilia in the Vesey Room in the Old Grammar School, Bampton which reopened in May 2022 after completion of the renovation programme. The building was closed throughout the prior year.

**4 Trustee expenses**

No Trustees claimed any expenses for their trustee duties during the year.

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31 MARCH 2023

STRUCTURE

The Rules of the Charity were adopted by the Members on 18 March 2002 and the Charity is an Association with Members paying an Annual Subscription. There are currently 63 Individual Members (£5 pa) and 82 Family Members (£8 pa). The Trustees are appointed or reappointed annually at the Annual General Meeting. The Committee manages all the affairs of the Charity and consists of the Officers and not fewer than four and not more than twelve other Members.

The Charity has set up a limited company, Bampton Archive Trading Ltd (company number 08853943), to sell products to generate additional revenue for the Charity. The company's officers are the Trustees. The results of the company are consolidated with the Charity and all profits from the trading company are donated to the Charity. All Trustees and Committee Members give their time voluntarily and receive no remuneration or other benefits.

OBJECTIVES AND ACTIVITIES

The object of the Charity is to promote and encourage for the public education and benefit, the collection, preservation, storage and display of photographic, written and other archival material relating to the social history of the Parish of Bampton, Oxfordshire. The Charity operates from the Robert Vesey and Lewington rooms in the Old Grammar School in Church View, Bampton, and welcomes visitors to its exhibitions and displays. Each year, the Charity usually holds 3 major exhibitions but in the last year there only two Birding in the Bush by Barry Hudson, and Mapping Bampton – A Journey in Space and Time by Will Fenton. These exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition, which are added to the Community Archive. In addition, the Archive published a book by a member Frank Hudson, Made in Bampton.

BAMPTON COMMUNITY HUB

The Archive and the Library work separately but also together under the umbrella of Bampton Community Hub.

The Lewington room has been used regularly for talks and workshops encouraging members and the public to be involved in a variety of activities.

PHASE II OF THE REFURBISHMENT OF THE OLD GRAMMAR SCHOOL

On 10<sup>th</sup> September 2019, the Charity entered into a 25 year lease for part of the Ground Floor (the Robert Vesey room) and all of the First Floor (the Lewington room) of the Old Grammar School.

The Lease provided for the Charity to undertake Tenant's Works to renovate the interior and bring back into use the first floor of the building to create a permanent exhibition centre for the Community Archive.

Works commenced in June 2021 and were completed in May 2022.

FINANCIAL INFORMATION

The Old Grammar School reopened to the public in May 2022 and Turnover for the 11 months of the year of £50,700 was in line with pre-COVID levels.

Gross profit margin remained at 50%.

Donations from visitors and from tour groups contributed a further £5,500.

After costs of operating the Charity there was a surplus of £15,500.

The final building costs and fitting out works totalled £61,600.

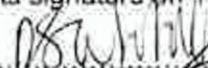
The total excess of expenditure over income in the year was £46,132 and the balance of reserves carried forward at the year end is £27,840 (prior year £73,972).

TRUSTEES

At the Annual General Meeting held on 26<sup>th</sup> October 2022, Robin Shuckburgh announced he would stand down as Chairman of the Trustees (although remaining as a Trustee) and the Committee appointed Jennifer Dixon-Clegg to take on the role of Chairman and join the Trustees which she did on 11<sup>th</sup> September 2023.

DECLARATION

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature on 1<sup>st</sup> September 2023.

  
.....  
Robin Shuckburgh - Trustee

**BAMPTON COMMUNITY ARCHIVE**

England & Wales - Charity number 1097295

---

# Accounts

---

BAMPTON COMMUNITY ARCHIVE

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2022

Charity Number: 1097295

<b>Contents</b>	<b>Page</b>
Charity Information	1
Trustees' legal and administrative information	1
Examiner's report	2
Statement of financial activities	3
Balance sheet	4
Notes to the financial statement	5

**BAMPTON COMMUNITY ARCHIVE****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Josephine Lewington (President)

Robin Shuckburgh (Chairman)

Nicholas Newland (Treasurer)

**Registered Address**

York House

Cheapside

Bampton

Oxon

OX18 2JL

**Bankers**

HSBC plc

24 Market Square

Witney

Oxfordshire

OX8 7BG

**TRUSTEES' REPORT**

See attached documentation

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BAMPTON COMMUNITY ARCHIVE

I report on the accounts of the Trust for the year ended 31 March 2022, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

### **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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **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 respect the requirements:
  - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed and dated:

*N. Willis*  
28th May 2022

**BAMPTON COMMUNITY ARCHIVE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022**  
**INCOME AND EXPENDITURE ACCOUNT**

		2021-22	2020-21
		<u>Unrestricted</u>	<u>Total</u>
		<u>Funds</u>	<u>Total</u>
		£	£
<b>Incoming resources</b>			
<b>Grants and Subscriptions</b>	<b>2</b>		
Equipment Grants		3,512	2,000
WDC, OCC & Landlord Renovation Grants		155,594	0
Membership Subscriptions		524	159
Donations		284	37
<b>Activities generating funds</b>			
Vesey Room & Online Sales	3	756	1,444
Events		1,214	155
<b>Other incomes</b>			
Gift Aid		45	741
Bank Interest		8	49
		<u>161,937</u>	<u>4,585</u>
<b>Resources expended</b>			
<b>Charitable expenditure</b>			
Purchases for Resale		293	1,109
Refurbishment Project Costs		205,824	4,002
Repairs and Maintenance		52	35
Computerisation & Website		3,844	2,166
Paypal & Finance Costs		55	24
		<u>210,068</u>	<u>7,336</u>
<b>Management and Administration</b>			
Telephone		152	101
AGM & Private Viewing Expenses		0	0
Subscriptions		255	155
Legal Expenses		13	13
Rent & Service Charge		0	1122
Insurance		483	410
Miscellaneous		0	0
		<u>903</u>	<u>1,801</u>
<b>Total resources expended</b>		<u>210,971</u>	<u>9,137</u>
<b>Net balance</b>		<u>-49,034</u>	<u>-4,552</u>
<b>Balance brought forward</b>		123,006	127,558
<b>Net accumulated income carried forward</b>		<u>73,972</u>	<u>123,006</u>

**BAMPTON COMMUNITY ARCHIVE****BALANCE SHEET****AS AT 31 MARCH 2022**

<u>Notes</u>	<u>2021-22</u>	<u>2020-21</u>
<b>Asset employed:</b>	£	£
<b>Fixed assets</b>		
Tangible assets	0	0
Net Value	<u>0</u>	<u>0</u>
<b>Current assets</b>		
Stock	13,000	13,000
Cash at bank	70,337	109,006
Debtors	1,000	1,000
	<u>84,337</u>	<u>123,006</u>
<b>Creditors:</b> amounts falling due within one year	-10,365	0
<b>Net current assets</b>	<u>73,972</u>	<u>123,006</u>
<b>Net assets</b>	<u>73,972</u>	<u>123,006</u>
<b>Accumulated funds:</b>		
Unrestricted	<u>73,972</u>	<u>123,006</u>

The financial statements on pages 2 to 4 were approved by the Trustees on 2nd June 2022 and signed on their behalf by:



Robin Shuckburgh  
Chair

**BAMPTON COMMUNITY ARCHIVE****NOTES TO THE FINANCIAL STATEMENTS****1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.
- (b) **Income and expenditure**  
All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.
- (c) **Fund accounting**  
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.  
Restricted funds are those which have been made available for specific projects.
- (d) **Tangible assets and depreciation**  
Tangible assets are included at original cost less accumulated depreciation.  
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:  
  
Computer (new) - straight line over 5 years  
Now completely depreciated
- (e) **Analysis of expenditure**  
Expenditure is attributed to specific activities and has been included in those cost categories. Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.
- (f) **Voluntary Income**  
The Charity receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution and the accounts have been prepared without including any provision for this income.

**2 Grants & Donations**

Grants totalling £159,106 relate to the appeal for funds to renovate the Old Grammar School building in Bampton which houses the Archive and Vesey Room from which the Charity operates. The majority of the renovation work was completed in the current year at a cost of £205,824. The building was closed throughout the financial year so the only donations were online.

**3 Vesey Room & Online Sales**

The Archive retails its own publications and other memorabilia in the Vesey Room in the Old Grammar School, Bampton which has been closed throughout the financial year.

**4 Trustee expenses**

No Trustees claimed any expenses for their trustee duties during the year.

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31 MARCH 2022

**STRUCTURE**

The Rules of the Charity were adopted by the Members on 18 March 2002 and the Charity is an Association with Members paying an Annual Subscription. There are currently 28 Individual Members (£5 pa) and 47 Family Members (£8 pa). The Trustees are appointed or reappointed annually at the Annual General Meeting. The Committee manages all the affairs of the Charity and consists of the Trustees and not fewer than four and not more than twelve other Members.

The Charity has set up a limited company, Bampton Archive Trading Ltd (company number 08853943), to sell products to generate additional revenue for the Charity. The company's officers are the Trustees. The results of the company are consolidated with the Charity and all profits from the trading company are donated to the Charity. All Trustees and Committee Members give their time voluntarily and receive no remuneration or other benefits.

**OBJECTIVES AND ACTIVITIES**

The object of the Charity is to promote and encourage for the public education and benefit, the collection, preservation, storage and display of photographic, written and other archival material relating to the social history of the Parish of Bampton, Oxfordshire. The Charity operates from the Robert Vesey room in the Old Grammar School in Church View, Bampton, and welcomes visitors to its exhibitions and displays. Each year, the Charity holds 3 major exhibitions. These exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition, which are added to the Community Archive.

**FINANCIAL INFORMATION**

The Covid-19 pandemic forced the closure of the Vesey Room on 14<sup>th</sup> March 2020. By December 2020, the Trustees had been able to finance Phase II of the refurbishment of the Old Grammar School from the resources of the Charity and with the aid of generous grants from West Oxfordshire District Council and our Landlords, Bampton Exhibition Foundation.

So the Trustees took the decision to commence the renovation in June 2021 and the work continued until May 2022.

As a result, the only sales achieved in the financial year were from online trading. The effect of this was for an underlying loss of £2,317, a reduction on the previous year's £4,500 loss.

The refurbishment of the building cost £205,824 of which £159,106 was covered by Grants leaving the Charity to make a loss of £46,718.

The total excess of expenditure over income in the year was £49,035 and the balance carried forward at the year end is £73,972 (prior year £123,006).

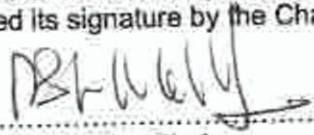
**PHASE II OF THE REFURBISHMENT OF THE OLD GRAMMAR SCHOOL**

On 10<sup>th</sup> September 2019, the Charity entered into a 25 year lease for part of the Ground Floor and First Floor of the Old Grammar School which includes the Robert Vesey room. The Lease provides for the Charity to undertake Tenant's Works to bring back into use the first floor of the building and create a permanent exhibition centre for the Community Archive.

Once the necessary finance had been raised, Architects and Solicitors were engaged to document the works required and obtain all necessary consents. Works commenced in June 2021 and were completed in May 2022 when the building reopened.

**DECLARATION**

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature by the Chairman on 2<sup>nd</sup> June 2022.

  
.....  
Robin Shuckburgh - Chair