

# **Weymouth Civic Society**

**(A Charitable Company Limited by Guarantee)**

## **Annual Report and Financial Statements**

**For the Year Ended 30 September 2021**

**Company number: 08137463**

**Charity Registered in England and Wales Number: 1148603**

# **Weymouth Civic Society**

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For the Year Ended 30 September 2021

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## **Weymouth Civic Society**

Reference and Administrative Details

For the Year Ended 30 September 2021

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### **Trustees/ Directors**

P Crump  
G Dewey  
J Farquharson  
M Foster  
L Hardy  
Dr K Holdaway (Chair)  
G Mabb  
R Martin  
C Moyle  
G Perry  
J Turner

### **Registered Office**

Tudor House  
3 Trinity Street  
Weymouth  
Dorset  
DT4 8TW

### **Charity Number**

1148603

### **Company Number**

08137463

### **Independent Examiner**

Michelle Ferris FCA  
Albert Goodman LLP  
Leanne House  
6 Avon Close  
Weymouth  
Dorset  
DT4 9UX

### **Bankers**

Barclays Bank Plc  
2 St Mary Street  
Weymouth  
Dorset

## **Weymouth Civic Society**

### **Trustees' Report**

For the Year Ended 30 September 2021

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#### **Report of the Trustees for the year ended 30 September 2021**

The Trustees present their annual report and financial statements of the Charity for the year ended 30 September 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Charities Act 2011 and the Statement of Recommended Practice. Accounting and Reporting by Charities (SORP FRS 102- implemented 1 January 2019), and are in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006. The report covers activities for the period up to December 2021, although the finances only cover the financial year ending on 30 September 2021.

#### **Structure, governance and management**

Weymouth Civic Society was incorporated on 10 July 2012 and took over the functions of the original Weymouth Civic Society on 1 October 2012.

The Society is constituted as a company limited by guarantee, and is governed by Articles of Association, and rulings of the Charity Commission, for the public benefit.

The Charity's objects, as set out in its governing documents are:

- a) To stimulate public interest in the area.
- b) To promote high standards of planning and architecture in the area.
- c) To secure the preservation, protection, development and improvement of features of historic, natural or environmental interest in the area.
- d) To acquire buildings of historic interest in the area with a view to their maintenance and long term preservation and to open such buildings to the public with a view to increasing their appreciation and understanding of the local heritage.
- e) To undertake any relevant activities to further these objectives insofar as they shall be charitable. The Society's objects are specifically restricted as relating to the area of Weymouth and Portland and its surroundings; and
- f) To operate museums.

For the purpose of these accounts the Directors and Trustees are in fact one and the same. Where the word Trustee appears, the term Director is also implicitly inferred and vice versa. Directors who have served during the year and since the year end are as noted below:

Dr Keith Holdaway	Chair
Graham Perry	Vice Chair
Maxine Foster	Company Secretary
Chris Moyle	Treasurer
James Farquharson	Chair, Nothe Fort Management Committee
Pauline Crump	Chair, Planning and Environment Committee
Laura Hardy	Custodian, Tudor House
Ron Martin	Membership Secretary
Graham Dewey	Board member for Health and Safety
Jonathan Turner	Board member for buildings and fabric
Gerald Mabb	Director

### **Investment powers**

The Articles of Association provide the authority:

- To operate bank and other cash and deposit accounts and to set aside income as a reserve against future expenditure.
- To deposit or invest funds.

WCS does not currently invest any of its funds and all of our cash is held in bank accounts with a high street bank.

### **Chairman's Summary**

We meet with representatives of other civic societies in the south-west through the good offices of Civic Voice. It is fair to say that throughout the country in recent years, some Civic Societies have ceased to function, and many others are struggling to build membership and to engage with townspeople. Weymouth Civic Society has a sound structure, respected planning expertise and runs two successful museums. The Board has supported each local management committee to run its museum by pushing decision making as close to the workplace as possible within a framework of pragmatic policies and procedures. I believe this approach has borne fruit, as you will find when you read below, about the wonderful successes of Nothe Fort and the improvements to Tudor House. Our wonderful staff could not run our estate without the small army of volunteers whose skill and commitment never fails to amaze me. Thank you each and every one.

The Planning and Environment Committee has had to respond to the changes in the planning system following the creation of the unitary authority, Dorset Council, by forging relationships with three local town councils. As a Society, we remain concerned about the loss of local control over changes in our town and we will seek ways to work with Dorset Council to improve consultation before major decisions are taken.

The Board now wish to re-build our programme of public engagement, which has been so badly damaged by the Covid epidemic. Attending meetings has been curtailed throughout commerce and civic life, replaced by virtual ones which were novel, even fun at first, but whose shortcomings are becoming painfully evident. Expression of views on social media has to be brief, often to the point of curt and exploration of areas of common ground is extremely difficult. Instead of creating agreement and consensus, social media seems to entrench people into their positions ever more firmly. With these considerations in mind, we are looking at new, safe ways to encourage exploration of issues facing our town, many of which need to strike the best balance between conflicting needs of the people affected. As I write this report in December 2021, a new wave of virus is threatening us and makes planning increasingly difficult. Nevertheless, we remain determined help members and non-members alike to explore the possibilities for improvement and to widen our ambitions

## **Achievements and performance**

### **Planning and Environment**

Despite Covid, the Planning and Environment Committee has had a very busy year. We have met regularly, either virtually via Zoom, or, more recently, and, much more satisfactorily, in person. We have established contacts with the three Town Councils, Weymouth, Portland and Chickereil, which cover our 'area of interest' south of the Ridgeway and this is resulting in better communication and understanding.

We managed to view a long list of candidates deserving of planning awards for 2020 and 2021 and identified some worthy winners. We were delighted to award plaques for the Annual Award for 2020 and 2021 to:

- the ambitious restoration of Deheers warehouse, converting it to luxury apartments
- the development of the Weyfish building, especially opening the roof space into a fine restaurant which has also been added to the Michelin Guide for its 'commitment to sustainable gastronomy'.

Both buildings, on Custom House Quay, have been completed by local businessmen with imagination and confidence in the future of the town.

Unfortunately, problems with ensuring safe social distancing, means that the actual presentation of the Plaques and lesser awards had to be postponed until safer times.

We have again spent significant time and effort trying to encourage owners and occupiers to protect significant buildings from dilapidation and decay. We recently held a meeting with two Dorset Council Conservation officers. Both were relatively new to our area and we were able to draw attention to several buildings in a worrying state. We hope to follow this meeting with a tour of the town, to introduce them to some of our gems and some problem buildings.

Other local issues continue to cause concern: the threat of the Portland Incinerator to our area still looms. There has been little or no progress on the development of Brewers' Quay and the North Quay Council Office sites and the increasingly frequent applications for over-large, often illuminated and animated advertisements is worrying. Some of these are effectively large screens on busy roads which can only distract drivers.

The Planning Committee's bi-monthly News is sent to members by email and appears on the Society's website, giving a regular and more detailed overview of our activities.

### **Membership Activities**

Membership numbers have changed little in the last year with 137 members compared with 136.

Unfortunately, Covid -19 restrictions have curtailed meetings and no members' evenings have been held since early 2020. Members have had the opportunity to virtually join two Dorchester Civic Society meetings.

Dinah Ellis continues as Editor of the Newsletter, and recent issues have benefitted from a wide range of articles of local interest. Pauline has continued to provide updates on the Society activities to members who have asked for email updates

### **Nothe Fort Museum of Coastal Defence**

The Nothe Fort team continued to implement Covid-safe operating practices to ensure the site could open, as well as improved its displays and events programme to deliver a more engaging visitor experience. The team also made good progress with important building work and conservation of the collection.

Overall, visitor numbers held up well, despite the pandemic, which at times legally obliged Nothe Fort to close. We welcomed a total of 58,881 visitors during the year, just a 15% reduction on the last pre-Covid year (2018-19).

Covid-19 restricted Nothe Fort's opening in 2020-21 to these dates:

<b>Dates of national lockdowns</b>	<b>Nothe Fort open</b>
5 November – 1 December 2020	Fort closed until 5 Dec; open weekends 5/6 Dec, 12/13 Dec, 19/20 Dec plus 21/22 Dec.
6 January – 28 March 2021 (full lockdown) followed by restrictions until 11 April	Fort closed
Partial opening 12 April – 16 May 2021	Outdoor areas and shop open (reduced entry price) for second week of the Easter school holidays and weekends following
17 May 2021 – full opening	Nothe Fort re-opens

Due to the successes delivered by the team in terms of Covid response and visitor experience, Nothe Fort won several awards during the year:

- Gold for Small Visitor Attraction, Dorset Tourism Awards 2021
- Gold for Small Visitor Attraction, South West Tourism Awards 2021
- Highly Commended for 'Pandemic Response Award' in the Museums & Heritage Awards 2021
- Tourism Business of the Year, Weymouth & Portland Business Awards 2021.

### **Nothe Fort Forward Planning**

As part of the five-year forward plan, Nothe Fort undertook stakeholder consultations to review the story we tell. The outcome was a move from the wide story of 'Museum of Coastal Defence' to focus on the key stories of Nothe Fort – the Victorian fort, the Second World War, the Cold War, and the saving of the Fort, with additional focuses on 'Weymouth during WW2' and our use as a cultural hub for Weymouth.

### **Volunteers & Staff**

This year, 117 volunteers supported the work of Nothe Fort, 16 of whom were new to the Fort this season.

## **Weymouth Civic Society**

### **Trustees' Report**

For the Year Ended 30 September 2021

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Our Visitor Experience Manager and Assistant Caretaker left the organisation during the year, to pursue a new career path and to retire respectively.

Some other staff were partially furloughed during the spring lockdown, but all returned for their full hours on the re-opening of the Fort. In July we welcomed four staff under 23 as part of the Government-funded Kickstart scheme.

### **Grant Funding**

The £79k National Lottery Heritage Fund (NLHF) grant we received at the end of the 2019-20 financial year enabled Nothe Fort to adapt to Covid conditions, improve our education programme, as well as funding some new facilities and display equipment.

In November 2020, Nothe Fort was awarded a three-year funding agreement of £20,000 per year as part of Dorset Council Organisational Revenue Support Fund. This funding is enabling us to work with more local schools and increase community engagement.

In February 2020, we were awarded a grant of £18,700 through the Historic England Emergency Heritage at Risk Fund to carry out a full condition survey of Nothe Fort, enabling us to prioritise work in the future. The survey's report gave us the basis for an application to the new Arts Council Museum Estate and Development Fund (MEND) fund for museum repairs and refurbishment of the lift, and we were invited to make a full application for a £430k grant after passing the initial stage. We will find out whether we have been successful in February 2022.

We received £1,800 from Weymouth Town Council towards the 2020 Victorian Christmas Fair and further funding enabling us to host celebrations for the 450th anniversary of the charter joining Weymouth and Melcombe Regis.

### **The Building**

Nothe Fort's skilled team of building maintenance staff and volunteers undertake a full programme of regular maintenance work and have delivered a number of special maintenance projects, including this year:

- Installation of Wi-Fi in the magazine levels
- Building a ramp for disabled access on the new terrace
- Replacing the floor of the artillery room and kitting it out with new shelving
- Replacing or restoring floors and windows in the entrance and café
- Replacing the window of casemate 20
- Moving the school's evacuee experience shop

## **Museum Collection and Interpretation**

Acquisitions in 2020-21 included Whitehead torpedo material from the estate of Ed Cummings, a 10" Victorian shell from Swanage Museum and Cold War documents.

A gun conservation project took place over the summer and autumn of 2021. Under metal conservator Peter Meehan's guidance, volunteers worked on the Single Bofors and the 3.7 Vickers. The work will protect the guns from rust and replace some key missing elements.

Temporary exhibitions were created for the new gallery space, including:

- 'James Hall', exploring the life of one of the Fort's gunners
- 'Remembrance', using objects usually held in the store
- Philip Warren's Matchstick Fleet
- Exhibition of art by local painter, Ian Brooke.

A new 'visual language' has been developed to provide design standards that match the period of the Fort's main eras, Victorian, Second World War and Cold War. Oral history research has begun to develop new forms of story interpretation, with volunteers travelling to the National Archives as well as locally and online.

## **Visitor Services**

In May 2021, Nothe Fort's new till system went live. Visitors can now buy tickets online, we can process in-person ticket sales more quickly and analyse visitor data more efficiently.

Sixteen front of house staff and volunteers completed Visit England's 'Exceeding Customer Care Expectations' course.

## **Education**

In 2020-21 we welcomed 15 school groups with 390 students to our Evacuee Experience. The NLHF grant enabled us to employ the services of an education freelancer to develop Covid-safe practices for school visits and to begin to develop a new Victorian session for primary schools.

Nothe Fort worked with Weymouth College on a number of projects this year: Photography A level, Tourism and Travel BTEC level 3 and the Supported Living Group. In January 2021, Weymouth College Art Department delivered a 'Survival & Protection' project inspired by Nothe Fort and in May 2021, the 80 participating students showcased their work in an exhibition at Nothe Fort.

### **Visitor and community events**

Nothe Fort maximised the use of its outdoor space to deliver a varied programme of events:

- Christmas, Easter and Halloween activities for children
- Victorian Christmas market
- Dorset Food and Drink pop-up market
- Southern Armour Group Radio-controlled tanks
- Survival Zone scare experiences – Halloween and Aliens
- Plays including Treasure Island, Arabian Nights and a Wessex Musical Theatre evening
- Secret Garden Ballet
- Victorian Weekend
- Ben Waters Rock & Roll evening
- Weymouth Town Council's Remembrance service and Armed Forces Day events
- Artwey Exhibition
- Weymouth 450, MelWeY Games and Silent Disco
- Heritage Open Day

### **Commercial Activities**

Nothe Fort's commercial activities, primarily the shop and non-educational events, are provided by a separate legal entity (Nothe Fort Trading Company, set up in 2017) which donates all of its profits back to Nothe Fort. Sales have held up well whilst the Fort has been open and weddings started again in Summer 2021. Several of the events listed above were operated by the Trading Company.

The Fort View Café is continuing to operate successfully under a franchise contract.

### **Nothe Fort Artillery Volunteers**

Nothe Fort Artillery volunteers performed displays at the Fort on the second and fourth Sunday of the month and provided cannon-firing at Remembrance and Armed Forces Day services. They formed a key part of the Victorian weekend and a colourful addition at other Nothe Fort events. Once cruise ships started running again, the Artillery was able to provide welcoming cannon-firings at Portland Port.

### **Tudor House Museum**

Unfortunately, it has not yet been possible to re-open Tudor House to the public. The current operating model based on guided tours provided by volunteers in the confined space of a 17th Century building does not lend itself to social distancing.

Work on the cataloguing and curation of the collection has been carried out remotely as much as possible while the museum was shut and some maintenance work has been carried out.

Tudor House received further COVID-19 grants for periods where it was not allowed to open. This will be used to support improvements as well as helping to preserve the building and the museum's collection.

## **Staff and Volunteers**

Our Museums (Nothe Fort and Tudor House) are only able to operate successfully because our staff team at Nothe Fort and the contribution made by our teams of dedicated volunteers. Our thanks to them for all that they do.

We are always keen to welcome new volunteers to all areas of our activities from visitor experience to graphics and maintenance. We would be delighted to hear from anyone new who would like to join our volunteers.

We offer a range of roles in which volunteers can contribute and learn new skills, pursue historical or craft interests and make new friends.

## **Board meetings**

The Board continued to 'meet' via Zoom throughout the period with only one face-to-face meeting. Separate sub-groups have been set up to review governance arrangements, staff matters, and improving our offer.

## **Financial review**

We were successful in diversifying our income streams with both Nothe Fort and Tudor House receiving grants during the year.

One highlight was the receipt of a £20,000 a year revenue support grant from Dorset Council. This award will last for 3 years. £20,00 was the highest amount awarded to any museum in Dorset.

During the year the charity raised income of £439,090 (2020: £356,031) and incurred expenditure of £462,554 (2020: £351,884). This therefore generated a deficit of £23,464 (2020: surplus of £4,147) of which a surplus of £67,548, after transfers, was unrestricted (2020: £10,669).

The charity's bank and cash balances at 30 September 2021 stood at £497,031 (2020: £561,100) and total charitable funds at this date amounted to £841,549 (2020: £865,013), of which £254,140 (2020: £345,152) were restricted.

The expenditure included most of the money that had been received from the NLHF and included in the income for the previous financial year.

## **Risk management**

Systems and new procedures are continuously being revised and updated. A significant focus during 2021 has been improving our use of the Xero accounting system at Nothe Fort.

We remain with Aviva as our insurer within a three-year arrangement under which the premium will only change in line with changes to the insurable risk.

## **Reserves policy**

At the year end the charity had total funds of £841,549 (2020: £865,013), of which £265,625 (2020: £233,805) was free reserves.

Nothe Fort earns the vast majority of its income between May and September each year but the expenditure is relatively evenly split over the year. This means that the first use of these 'reserves' is to fund the winter period.

The reserves would allow the charity to continue to trade for more than 6 months without further income (including the operations of Nothe Fort, which are treated as restricted funds) and is therefore considered a reasonable level of reserves to hold. Our reserves held at the start of 2020 have allowed us to survive the COVID pandemic much better than most other comparable organisations.

The lease stipulates that any surplus from the Nothe Fort account must be spent on the Nothe Fort. A separate sum of money is held to provide for any major repairs found necessary for the Tudor House.

### **Public benefit**

The Trustees consider that the Charity's aims, objectives and activities comply with the Charity Commissions guidance on public benefit. Weymouth Civic Society has continued to promote improvements in the built environment of Weymouth and Portland through its planning activities and through its management of its two museums: Tudor House and Nothe Fort. All decisions taken by the Trustees have taken due regard to the Charity Commission's public benefit requirements.

### **Statement of Trustees' responsibilities**

The Trustees (who are also directors of Weymouth Civic Society for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Weymouth Civic Society**  
Trustees' Report  
For the Year Ended 30 September 2021

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**Small Company**

This Report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

This report was approved by the Board of Directors on 19 January 2022 and signed on their behalf by:

**Dr H K Holdaway**  
Chair and Director

**C Moyle**  
Treasurer and Director

## **Weymouth Civic Society**

Independent Examiners Report to the Trustees  
For the Year Ended 30 September 2021

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I report to the charity trustees on my examination of the accounts of Weymouth Civic Society ("the Company") For the Year Ended 30 September 2021.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Michelle Ferris BSc (Hons) FCA DChA**  
Albert Goodman LLP

Date: 17 February 2022

Leanne House  
6 Avon Close  
Weymouth  
Dorset  
DT4 9UX

**Weymouth Civic Society**

## Statement of Financial Activities (including Income &amp; Expenditure account)

For the Year Ended 30 September 2021

	Notes	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
<b>Income from:</b>							
Donations	2	335	12,069	12,404	533	28,770	29,303
Investment income	3	42	1,613	1,655	119	608	727
Charitable activities	4	25,488	399,528	425,016	12,985	311,441	324,426
Merchandise income		15	-	15	1,575	-	1,575
<b>Total income</b>		<b>25,880</b>	<b>413,210</b>	<b>439,090</b>	<b>15,212</b>	<b>340,819</b>	<b>356,031</b>
<b>Expenditure</b>							
Merchandise costs		-	-	-	196	606	802
Charitable activities	5	9,764	452,790	462,554	4,347	346,735	351,082
<b>Total expenditure</b>		<b>9,764</b>	<b>452,790</b>	<b>462,554</b>	<b>4,543</b>	<b>347,341</b>	<b>351,884</b>
<b>Net movement in funds/ net income/(expenditure)</b>		<b>16,116</b>	<b>(39,580)</b>	<b>(23,464)</b>	<b>10,669</b>	<b>(6,522)</b>	<b>4,147</b>
Transfers between funds		51,432	(51,432)	-	-	-	-
		<b>67,548</b>	<b>(91,012)</b>	<b>(23,464)</b>	<b>10,669</b>	<b>(6,522)</b>	<b>4,147</b>
<b>Reconciliation of funds</b>							
Fund balances at 1 October 20		519,861	345,152	865,013	509,192	351,674	860,866
<b>Fund balances at 30 September 21</b>		<b>587,409</b>	<b>254,140</b>	<b>841,549</b>	<b>519,861</b>	<b>345,152</b>	<b>865,013</b>

The statement of financial activities has been prepared on the basis that all operations are continuing operations. There were no gains or losses arising in the year that are not shown above.

The statement of financial activities incorporates the income and expenditure account.

**Weymouth Civic Society (Company registration number: 08137463)****Balance Sheet**

As at 30 September 2021

	Notes	Total 2021 £	Total 2020 £
<b>Fixed assets</b>			
Tangible fixed assets	8	321,783	286,055
Investments	9	1	1
		<hr/>	<hr/>
		321,784	286,056
<b>Current assets</b>			
Stock	10	925	2,067
Debtors	11	32,624	21,958
Cash at bank and in hand	12	497,031	561,100
		<hr/>	<hr/>
		530,580	585,125
<b>Liabilities</b>			
Creditors falling due within one year	13	(10,815)	(6,168)
		<hr/>	<hr/>
Net current assets		519,765	578,957
		<hr/>	<hr/>
Net assets		841,549	865,013
		<hr/>	<hr/>
<b>The funds of the charity</b>			
Restricted income funds	14	254,140	345,152
Unrestricted funds	14	587,409	519,861
		<hr/>	<hr/>
		841,549	865,013
		<hr/>	<hr/>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year ending 30 September 2021 the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Board on 19 January 2022 and signed on their behalf by:

**Dr H K Holdaway**  
Chair and Director

**C Moyle**  
Treasurer and Director

**1. Accounting policies**

**1.1 General information and basis of accounting**

Weymouth Civic Society is a company limited by guarantee incorporated in the United Kingdom under the Companies Act. Each member of the charity undertakes to contribute a maximum of £1 to the charity's assets if it should be wound up while they are a member or within one year after they cease to be a member. The address of the registered office is given on page 1. The nature of the charity's operations and its principal activities are set out in the Trustees Report on pages 2-11.

The financial statements have been prepared on the historical cost basis and in accordance with the accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Group accounts**

The charity is part of a small group. The charity has taken advantage of the exemption provided by Section 398 of the Companies Act 2006 and the Charities Act 2011 and has not prepared group accounts.

**1.3 Income**

Income from grants and donations is recognised in the year in which they are receivable when there is evidence of entitlement, receipt is probable and the amount can be reliably measured. Where income has not been received for gift aid claims relating to donations received in the year, income is accrued.

Income from government support measures for Covid-19 are recognised under the accruals model resulting in income being recognised on a systematic basis over the period in which the related costs are incurred for which the grant is compensating.

Income from grants and government grants, where 'capital' or 'revenue', is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Where no conditions are attached to grant income they are recognised within grants, donations and legacies and where conditions relating to performance of services are attached, grant income is recognised income from charitable activities within the Statement of Financial Activities.

Merchandise income is recognised on delivery of the goods, with event income being recognised at the date of delivery of the event.

Gifts in kind donated for the museum displays of the charity are included at a deemed value where this can be quantified and are brought to account when received.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

The charity receives income from its subsidiary under gift aid and it is recognised upon physical receipt.

**1.4 Expenditure**

Expenditure is accounted for on the accruals basis. Liabilities are recognised in the accounting period to which they relate.

Merchandise costs comprise the costs of acquiring stock which is sold.

Charitable activity expenditure comprises costs incurred by the charity in delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and costs of an indirect nature necessary to support them. Support costs include finance, administration and governance costs and are allocated to the charitable services equally.

**1.5 Fixed assets and depreciation**

Freehold property and equipment/display items in respect of the museum are considered to have indefinitely long useful lives and estimated residual values not materially different from the carrying amounts of the assets. Consequently, such assets are not depreciated.

Depreciation of other tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold improvements	20% straight line
Equipment/displays	20% straight line
Office equipment	20% straight line
Plant & machinery	20% straight line
Fixtures & fittings	20% straight line

**1.6 Stock**

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value, after making allowances for obsolete and slow moving stock.

**1.7 Debtors**

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

**1.8 Cash at bank and in hand**

Cash at bank and in hand comprise cash on hand and call deposits that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**1.9 Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

## **Weymouth Civic Society**

### **Notes to the Financial Statements**

For the Year Ended 30 September 2021

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#### **1.10 Defined contribution pension**

A defined contribution pension is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as staff pension expense through the profit and loss when they are due.

#### **1.11 Taxation**

As a registered charity, the company is not liable to corporation tax or capital gains tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the charity and is therefore included within the relevant costs in the Statement of Financial Activities.

#### **1.12 Fund accounting**

Unrestricted funds are incoming resources for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are incoming resources to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management costs.

The charity leases the Nothe Fort from Dorset County Council. The lease provides for a yearly rent of one peppercorn (if demanded) and so to all intents and purposes the charity occupies the premises rent free. In return however the charity covenants to carry out such day to day repairs and programmed routine maintenance of the premises as can be financed from sub-letting parts of the premises, entry fees and other income derived from admission of the public to the premises whilst also having regard to the need to finance the administration, promotion, improvement and presentation of the premises and to finance the museum collection out of the income. The lease further stipulates that the charity must set aside any remaining finances accruing from the yearly income into a fund for the purpose of carrying out any works that may from time to time be required to comply with statutory requirements and for other purposes of the charity in relation to its obligations to repair and maintain the premises.

The lease therefore places a restriction over the income derived from the Nothe Fort. Accordingly, that income is reported as restricted incoming resources in the charity's statement of financial activities.

#### **1.13 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors and accrued income are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 18. Prepayments are not financial instruments.

Cash at bank and deposit accounts– is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 18. Taxation and social security are not included in the financial instruments disclosure definition.

**Weymouth Civic Society**  
Notes to the Financial Statements  
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**2. Donations**

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
Donations	335	438	773	533	12,005	12,538
Donations from subsidiary	-	11,631	11,631	-	16,765	16,765
	<u>335</u>	<u>12,069</u>	<u>12,404</u>	<u>533</u>	<u>28,770</u>	<u>29,303</u>

**3. Investment income**

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
Deposit interest	42	263	305	119	608	727
Loan interest received	-	1,350	1,350	-	-	-
	<u>42</u>	<u>1,613</u>	<u>1,655</u>	<u>119</u>	<u>608</u>	<u>727</u>

**4. Income from charitable activities**

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
Grants:						
Dorset Council Grant*	17,431	20,000	37,431	-	-	-
Kickstarters Grant	-	13,866	13,866	-	-	-
National Llockdown Grant	-	9,431	9,431	-	-	-
National Lottery Fund	-	-	-	-	79,300	79,300
Covid 19 grant*	-	8,000	8,000	10,000	10,000	20,000
Historic England Grant	-	18,690	18,690	-	-	-
Weymouth & Portland Museums	-	750	750	-	-	-
	<u>17,431</u>	<u>70,737</u>	<u>88,168</u>	<u>10,000</u>	<u>89,300</u>	<u>99,300</u>
Subscriptions	1,496	-	1,496	1,396	-	1,396
Entry fees for museums	-	278,718	278,718	850	164,335	165,185
Events and activities	5,150	7,520	12,670	-	5,866	5,866
Rental income	-	10,931	10,931	-	8,830	8,830
Sundry income	1,125	-	1,125	219	-	219
Tax reclaim	286	11,061	11,347	520	24,313	24,833
Contributions from NFTC	-	15,000	15,000	-	6,000	6,000
Coronavirus Job Retention Scheme	-	5,561	5,561	-	12,797	12,797
	<u>25,488</u>	<u>399,528</u>	<u>425,016</u>	<u>12,985</u>	<u>311,441</u>	<u>324,426</u>

During the year, £5,561 was received from the government under the coronavirus job retention scheme (2020: £12,797). In addition, further small business grants of £8,000 were received in the year (2020: £10,000).

**Weymouth Civic Society**  
Notes to the Financial Statements  
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**5. Expenditure on charitable activities**

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
<b>Operation of Nothe Fort, Tudor House and Society activities:</b>						
Wages and salaries	-	211,695	211,695	-	193,317	193,317
Rates	32	1,105	1,137	146	2,523	2,669
Insurance	1,513	6,021	7,534	1,420	5,423	6,843
Light and heat	291	18,578	18,869	252	23,423	23,675
Cleaning	191	3,272	3,463	-	2,155	2,155
Repairs and maintenance	6,100	50,399	56,499	414	38,641	39,055
Security costs	-	1,065	1,065	-	238	238
Plaques and awards	-	-	-	224	-	224
Displays and events	-	35,584	35,584	-	8,675	8,675
Stationery and printing	-	6,456	6,456	57	4,355	4,412
Advertising	137	17,811	17,948	-	11,083	11,083
Telephone and fax	-	3,740	3,740	144	4,151	4,295
Computer costs	-	19,908	19,908	227	5,202	5,429
Travelling and subsistence	-	175	175	315	1,344	1,659
Bank and credit card charges	-	4,397	4,397	-	2,151	2,151
Staff welfare and training	-	12,247	12,247	-	4,149	4,149
Sundry expenses	397	10,088	10,485	443	4,388	4,831
Licences	-	367	367	-	449	449
Subscriptions	227	383	610	189	426	615
Depreciation	180	25,766	25,946	180	22,316	22,496
Volunteers dinner and outings	-	1,131	1,131	6	1,347	1,353
HR consultancy	-	1,044	1,044	-	6,617	6,617
Professional fees	-	19,434	19,434	-	2,093	2,093
<b>Governance costs:</b>						
Accountancy fees	538	1,531	2,069	172	1,676	1,848
Independent examiner fees	158	593	751	158	593	751
	<u>9,764</u>	<u>452,790</u>	<u>462,554</u>	<u>4,347</u>	<u>346,735</u>	<u>351,082</u>

## 6. Wages and salaries

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Wages and salaries	200,154	180,478
Social security costs	11,541	12,839
	<u>211,695</u>	<u>193,317</u>

The average weekly number of staff employed by the charity during the year was 12 (2020 – 11).

No employee received emoluments of more than £60,000 during the year (2020 – none)

The key management personnel of the charity comprises the general managers of Nothe Fort, whose employee benefits totalled £37,749 (2020 – £17,029 for 6 months).

During the year, the charity paid redundancy and termination payments amounting to £nil (2020 - £20,555), which were recognised at the point the liability arose and settled in full during the year. No amounts were owing at the year end (2020 - £nil).

## 7. Related party transactions

No trustees were paid any remuneration for their role (2020 – none), and none received any reimbursed expenditure (2020 – none).

Nothe Fort Trading Company Limited  
(a wholly owned subsidiary of the charity)

The following amounts were received from Nothe Fort Trading Company Limited during the year:

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
HR services provided	12,000	6,000
Rent of shop and property	3,000	2,250
Donation of profit	11,631	16,765
Interest on loan (see below)	1,350	-
	<u>17,981</u>	<u>25,015</u>

In addition to this, the charity provided Nothe Fort Trading Company Limited with a loan of £15,000 in the period to 30 September 2020. Interest is charged on this loan at 9%, payable annually.

At the balance sheet date the amount due from Nothe Fort Trading Company Limited was £15,000 (2020 – £15,000).

## 8. Tangible fixed assets

	Freehold property £	L'hold Improve- ments £	Office equipment £	Plant & machinery £	Fixtures & fittings £	Equipment /displays £	Total £
<b>Cost</b>							
As at 1 Oct 20	136,000	151,781	31,803	3,681	58,321	39,800	421,386
Additions	-	57,932	-	-	3,742	-	61,674
As at 30 Sep 21	136,000	209,713	31,803	3,681	62,063	39,800	483,060
<b>Depreciation</b>							
As at 1 Oct 20	-	53,678	27,083	1,317	51,993	1,260	135,331
Charge for year	-	18,148	4,288	736	2,594	180	25,946
As at 30 Sep 21	-	71,826	31,371	2,053	54,587	1,440	161,277
<b>Net book value</b>							
As at 30 Sep 21	136,000	137,887	432	1,628	7,476	38,360	321,783
As at 30 Sep 20	136,000	98,103	4,720	2,364	6,328	38,540	286,055

Freehold property of £136,000 represents the deemed cost brought forward of Tudor House, Weymouth, based on a valuation undertaken in 1998.

Leasehold improvements and equipment/display items include £38,000 in respect of the contents of Tudor House and £39,299 in respect of items at the Nothe Fort – neither of the equipment/display items nor the property are depreciated, in line with stated accounting policy.

## 9. Investments

The charity holds 1 share of £1 in its wholly owned trading subsidiary company Nothe Fort Trading Company Limited, which is incorporated in the United Kingdom. The principal activity of the company is providing trading activities for Nothe Fort. The profit for the year ended 31 March 2021 for Nothe Fort Trading Company Limited was £11,631 after tax (£16,765 for the period to 31 March 2020), and reserves were £21,058 (£26,192 as at 31 March 2020).

The charity has taken advantage of the exemption provided by Section 398 of the Companies Act 2006 and Charities Act 2011 and has not prepared group accounts.

**Weymouth Civic Society**  
Notes to the Financial Statements  
For the Year Ended 30 September 2021

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**10. Stock**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Stock held for resale	925	2,067
	<u>925</u>	<u>2,067</u>

**11. Debtors**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Other debtors	17,624	6,958
Amounts due from subsidiary company	15,000	15,000
	<u>32,624</u>	<u>21,958</u>

**12. Cash at bank and in hand**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Bank accounts	203,996	284,277
Bank deposit accounts	289,475	270,871
Cash in hand	3,560	5,952
	<u>497,031</u>	<u>561,100</u>

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**13. Creditors falling due within one year**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Trade creditors	2,423	4,008
Accruals	8,392	2,160
	<u>10,815</u>	<u>6,168</u>

**14. Analysis of charitable funds – 2021**

	<b>Opening Balance 01/10/20 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>Closing Balance 30/09/21 £</b>
<b>Restricted funds</b>					
Casemate frames	60,000	-	-	-	60,000
Toilet facilities	100,000	-	-	-	100,000
Historic England Grant	-	18,690	(18,690)	-	-
Weymouth & Portland Museums	-	750	(750)	-	-
National Lottery Heritage Fund	79,014	-	(27,582)	(51,432)	-
Nothe Fort general operations	106,138	393,770	(405,768)	-	94,140
<b>Total restricted funds</b>	<u>345,152</u>	<u>413,210</u>	<u>(452,790)</u>	<u>(51,432)</u>	<u>254,140</u>
Unrestricted funds	519,861	25,880	(9,764)	51,432	587,409
<b>Total funds</b>	<u>865,013</u>	<u>439,090</u>	<u>(462,554)</u>	<u>-</u>	<u>841,549</u>

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**Analysis of charitable funds – 2020**

	Opening Balance 01/10/19 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balance 30/09/20 £
<b>Restricted funds</b>					
Casemate frames	60,000	-	-	-	60,000
Toilet facilities	100,000	-	-	-	100,000
Coastal Revival fund	-	-	-	-	-
Lift to Terrace fund	3,446	-	(6,909)	3,463	-
National Lottery Heritage Fund	-	79,300	(286)	-	79,014
Nothe Fort general operations	188,228	261,519	(340,146)	(3,463)	106,138
<b>Total restricted funds</b>	<b>351,674</b>	<b>340,819</b>	<b>(347,341)</b>	<b>-</b>	<b>345,152</b>
<b>Unrestricted funds</b>	<b>509,192</b>	<b>15,212</b>	<b>(4,543)</b>	<b>-</b>	<b>519,861</b>
<b>Total funds</b>	<b>860,866</b>	<b>356,031</b>	<b>(351,884)</b>	<b>-</b>	<b>865,013</b>

- The restricted fund for Nothe Fort general operations is in respect of Nothe Fort, as prescribed by the lease set down from Weymouth & Portland Borough Council (now Dorset County Council). More detail is provided in note 1.13 to the accounts.
- Casemate frames and Toilet facilities were also funds received in relation to Nothe Fort and have been separately split from the operations fund by the trustees.
- Funding from Historic England has been received to pay for a conservation specialist to perform a study into the condition of the buildings.
- The National Lottery Heritage Fund grant is a project to improve facilities at the Fort by providing a new disabled toilet and volunteers' room, together with improvements to the drains. It also supports additional front of house and cleaning staff required because of COVID constraints and temporary outdoor facilities (gazebo, marquee) for the October half-term break and schools' programme.
- Weymouth & Portland museums fund was received to support specific events, allowing for the purchase of a marquee.
- The Lift to Terrace fund is a project received from the National Lottery Awards for All scheme to provide a chair lift providing improved disabled access to the terrace.

Where amounts have been spent on capital items during the year, these have been transferred from restricted to unrestricted funds as the purchase discharges the restriction.

## 15. Analysis of net assets between funds

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
Fixed assets	174,360	147,424	321,784	174,540	111,516	286,056
Net current assets	413,049	106,716	519,765	345,321	233,636	578,957
	<u>587,409</u>	<u>254,140</u>	<u>841,549</u>	<u>519,861</u>	<u>345,152</u>	<u>865,013</u>

## 16. Company limited by guarantee

The company is incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £1 per member on the winding up of the company. As at 30 September 2021 the company had 120 members and the total amount guaranteed is therefore £120.

## 17. Government grants

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific projects. See note 4 for more information and the amount and source of these grants. There are no unfulfilled conditions or other contingencies to these grants.

## 17. Financial instruments

Categorisation of financial instruments	Total 2021 £	Total 2020 £
Financial assets that are debt instruments measured at amortised cost	529,655	583,058
	<u>529,655</u>	<u>583,058</u>
Financial liabilities measured at amortised cost	10,815	6,168
	<u>10,815</u>	<u>6,168</u>

During the year there was income received on financial assets that are debt instruments measured at amortised cost of £1,350 (2020 - £nil). There are no other items of gains, losses, income or expenditure to report (2020 – none).