

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

England & Wales · Charity number 1154267

Details

Status Registered

Legal form CIO

Registered 2013-10-18

Register [View on the Charity Commission register](#)

Contact

Address Discover Downham
The Old Fire Station
30 Priory Road
Downham Market
Norfolk
PE38 9JS

Phone 01366384428

Email info@discoverdownham.org.uk

Website <http://www.discoverdownham.org.uk>

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE HISTORICAL HERITAGE OF DOWNHAM MARKET AND ITS SURROUNDING VILLAGES THAT MAKE UP THE ANCIENT ADMINISTRATIVE AREA OF THE CLACKCLOSE HUNDRED, IN PARTICULAR BUT NOT EXCLUSIVELY BY:A) COLLECTING AND PRESERVING ARTEFACTS AND DOCUMENTS RELATING TO THE AREA;B) PROVIDING AN EDUCATIONAL RESOURCE; ANDC) COLLECTING AND PUBLISHING ASSOCIATED INFORMATION.

Activities: Downham Market & District Heritage Society collects,preserves and displays artefacts, documents and photographs relating to Downham Market and the surrounding villages. These items have mostly been donated by local residents and the Society operates from a free admission Heritage Centre. The Society attends outside events and has a regular programme of Talks.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,203	£31,103	-	-
2024-03-31	£28,673	£26,319	-	-
2023-03-31	£22,810	£15,859	-	-
2022-03-31	£12,012	£19,024	-	-
2021-03-31	£4,933	£8,483	-	-

Trustees

Name	Role	Appointed
Andrew Peter Laing		2025-05-28
CHRISTINE AUSTIN		2018-09-13
Diane Drewry		2019-10-21
Janet Patch		2026-01-26
Kathleen Wiseman		2018-09-13
Marion Batt		2019-10-21
Peter Thorpe		2019-10-21
Sally Dobson		2023-10-19
Terry Cox		2024-11-02
Zowie Sweetland		2021-11-10

Accounts

Charity registration number 1154267 (England and Wales)

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

J Patch
S Dobson
Z Sweetland
A Hall
M Batt
P Thorpe
D Drewry
C Austin
K Wiseman
G Ryan

Charity number

1154267

Principal address

The Old Fire Station
30 Priory Road
Downham Market
Norfolk
PE38 9JS

Independent examiner

Mapus-Smith & Lemmon LLP
23 London Road
Downham Market
Norfolk
PE38 9BJ

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

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DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

Discover Downham has continued to raise sufficient funds to be self sustaining despite increased running cost and this is due to the Volunteers who work so hard. Volunteer numbers are currently 42 with 9 Trustees and just over 100 members.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The Centre has continued to hire space to a varied number of local community groups, run a range of fund raising and special events all of which support its core activity of collecting, archiving, preserving and displaying documents and artefacts relating to Downham Market and the surrounding areas.

Visitors numbers have increased over the two and half days per week that the museum is open to the public and the Temporary Exhibition, Local Shops (Butcher, Baker, Basketmaker) has drawn in a lot of local residents.

Once again a series of Create & Thrive Workshops (20 this year) have been held at the Centre with excellent tutors covering subjects such as

Cyanotype, Creative Writing, Wet Felting, Mosaics, Willow Weaving etc as well as very popular workshops for schools

Conclusion

Discover Downham reflects its community, past and present and also with an eye to the future. We are always looking for innovative solutions to increase our funds and enhance our space and exhibits to present a fresh, welcoming representation of this quintessential market town and the Clackclose hundred, with its impressive memories and contributions to the world at large.

Financial review

Financially the organisation remains healthy and we still meet our objectives. The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements. The present level of reserves held is £242,047.

The reserves figure includes £160,271 for property improvements due to the cost of renovating the building into the heritage centre which are being written off over the term of the lease. This is not reserves that the organisation is able to convert to useable funds, therefore the actual reserves available to the organisation is £81,776.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Major risks

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees who served during the year and up to the date of signature of the financial statements were:

J Patch

S Dobson

Z Sweetland

A Hall

M Batt

P Thorpe

D Drewry

C Austin

K Wiseman

G Ryan

T Cox

Resigned June 2024

Joined November 2024

Recruitment and appointment of trustees

All members are invited to nominate Trustees, together with nominations from the management team and the existing Trustees. Those nominated and appointed are elected at the first AGM following appointment.

Organisational structure

The senior official to whom the day to day management of the charity is delegated by the charity trustees is Sally Dobson.

The Trustee's report was approved by the Board of Trustees.

.....
S Dobson

Date:

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

I report to the trustees on my examination of the financial statements of Downham Market & District Heritage Society (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Paul Farrow, F.C.A. FCCA MAAT

For and on behalf of Mapus-Smith & Lemmon LLP

23 London Road
Downham Market
Norfolk
PE38 9BJ

Dated:

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	2	4,883	4,950	9,833	6,757	-	6,757
Charitable activities	3	10,939	-	10,939	9,374	-	9,374
Other trading activities	4	7,008	-	7,008	11,065	-	11,065
Investments	5	2,423	-	2,423	1,477	-	1,477
Total income		25,253	4,950	30,203	28,673	-	28,673
Expenditure on:							
Charitable activities	6	27,373	3,730	31,103	136,767	6,250	143,017
Total expenditure		27,373	3,730	31,103	136,767	6,250	143,017
Net income/(expenditure) and movement in funds		(2,120)	1,220	(900)	(108,094)	(6,250)	(114,344)
Reconciliation of funds:							
Fund balances at 1 April 2024		242,947	-	242,947	351,041	6,250	357,291
Fund balances at 31 March 2025		240,827	1,220	242,047	242,947	-	242,947

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	12		168,501		177,469
Current assets					
Debtors	13	661		-	
Cash at bank and in hand		74,713		67,045	
		<u>75,374</u>		<u>67,045</u>	
Creditors: amounts falling due within one year	14	<u>(1,828)</u>		<u>(1,567)</u>	
Net current assets			73,546		65,478
Total assets less current liabilities			<u>242,047</u>		<u>242,947</u>
The funds of the charity					
Restricted income funds	15	1,220		-	
Unrestricted funds	16	240,827		242,947	
		<u>242,047</u>		<u>242,947</u>	

The financial statements were approved by the trustees on

.....
S Dobson

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Downham Market & District Heritage Society is a charity registered with the Charity Commission in England. The operational address is Discover Downham, The Old Fire Station, 30 Priory Road, Downham Market, Norfolk, PE38 9JS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Costs of generating funds are those costs incurred in trading activities that raise funds.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property improvements	4% straight line
Plant and equipment	25% reducing
Fixtures and fittings	15% reducing

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Impairment has been included relating to the past 7 years where depreciation has not taken place where the assets have diminished in value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	3,418	-	3,418	5,167	-	5,167
General grants	-	4,950	4,950	500	-	500
Membership fees	1,465	-	1,465	1,090	-	1,090
	<u>4,883</u>	<u>4,950</u>	<u>9,833</u>	<u>6,757</u>	<u>-</u>	<u>6,757</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

3 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sale of goods	5,219	4,730
Charitable rental income	5,720	4,644
	<u>10,939</u>	<u>9,374</u>

4 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	<u>7,008</u>	<u>11,065</u>

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	<u>2,423</u>	<u>1,477</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

6 Expenditure on charitable activities

	Total 2025 £	Total 2024 £
Direct costs		
Depreciation and impairment	12,253	116,698
Share of support and governance costs (see note 7)		
Support	17,650	15,859
Governance	1,200	720
	<u>31,103</u>	<u>133,277</u>
Analysis by fund		
Unrestricted funds	27,373	127,027
Restricted funds	3,730	6,250
	<u>31,103</u>	<u>133,277</u>

7 Support costs allocated to activities

	2025 £	2024 £
Insurance	488	-
Stationery, postage and photocopying	462	929
Speakers	460	377
Heat & light	2,933	8,790
Water	404	177
Telephone and internet	936	530
Subscriptions and licences	510	533
Repairs and equipment	3,300	5,873
Computer	2,080	928
General expenses	134	647
Charges	34	285
Donations	125	50
Merchandise for sale	496	84
Events	3,022	3,961
Cleaning	1,755	1,553
Rent	261	284
Advertising	250	598
Governance costs	1,200	720
	<u>18,850</u>	<u>26,319</u>
Analysed between:		
Support costs	17,650	25,599
Governance costs	1,200	720
	<u>18,850</u>	<u>26,319</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

8	Net movement in funds	2025	2024
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Depreciation of owned tangible fixed assets	12,253	12,051
	Impairment of owned tangible fixed assets	-	104,646
		<u> </u>	<u> </u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

11 Impairments

Impairment tests have been carried out where appropriate and the following impairment losses have been recognised in profit or loss:

	2025	2024
	£	£
In respect of:		
Property, plant and equipment	-	104,646
	<u> </u>	<u> </u>

The impairment is on the property improvements completed when converting the building to the Heritage centre. The impairment is due to the improvements not being depreciated for 2018-2023.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

12 Tangible fixed assets

	Property improvements £	Plant and equipment £	Fixtures and fittings £	Total £
Cost				
At 1 April 2024	267,119	8,779	18,267	294,165
Additions	-	2,638	649	3,287
	<u>267,119</u>	<u>11,417</u>	<u>18,916</u>	<u>297,452</u>
At 31 March 2025	267,119	11,417	18,916	297,452
Depreciation and impairment				
At 1 April 2024	96,163	7,399	13,136	116,698
Depreciation charged in the year	10,685	701	867	12,253
	<u>106,848</u>	<u>8,100</u>	<u>14,003</u>	<u>128,951</u>
At 31 March 2025	106,848	8,100	14,003	128,951
Carrying amount				
At 31 March 2025	<u>160,271</u>	<u>3,317</u>	<u>4,913</u>	<u>168,501</u>
At 31 March 2024	<u>170,956</u>	<u>1,382</u>	<u>5,131</u>	<u>177,469</u>

More information on the impairment arising in the year is given in note 11.

13 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Prepayments and accrued income	661	-
	<u>661</u>	<u>-</u>

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Payments received on account	1,828	1,567
	<u>1,828</u>	<u>1,567</u>

15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
NCF Grant	-	4,950	(3,730)	1,220
	<u>-</u>	<u>4,950</u>	<u>(3,730)</u>	<u>1,220</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Restricted funds

(Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Councillor community grant	1,000	-	(1,000)	-
Tesco	1,000	-	(1,000)	-
Norfolk community fund	4,250	-	(4,250)	-
	<u>6,250</u>	<u>-</u>	<u>(6,250)</u>	<u>-</u>

16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
General funds	<u>242,947</u>	<u>25,253</u>	<u>(27,373)</u>	<u>240,827</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	<u>351,041</u>	<u>28,673</u>	<u>(136,767)</u>	<u>242,947</u>

17 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Tangible assets	168,501	-	168,501
Current assets/(liabilities)	<u>72,326</u>	<u>1,220</u>	<u>73,546</u>
	<u>240,827</u>	<u>1,220</u>	<u>242,047</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	177,469	-	177,469
Current assets/(liabilities)	65,478	-	65,478
	<u>242,947</u>	<u>-</u>	<u>242,947</u>

18 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

Accounts

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Patch	(Appointed 30 November 2023)
	S Dobson	(Appointed 19 October 2023)
	Z Sweetland	
	A Hall	
	M Batt	
	P Thorpe	
	D Drewry	
	C Austin	
	K Wiseman	
	G Ryan	
Charity number	1154267	
Principal address	The Old Fire Station 30 Priory Road Downham Market Norfolk PE38 9JS	
Independent examiner	Mapus-Smith & Lemmon LLP 23 London Road Downham Market Norfolk PE38 9BJ	

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DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

As most of our established members know, Discover Downham strives to not only preserve and record the past of our historic market town and the villages that surround it, but also to transmit that past to our local community and visitors from outside of Norfolk, even from as far afield as South America and the Antipodes. Involving our local populace is central to what we do: from storing artefacts for future preservation and for reference and displays; creating permanent displays illuminating the social history of Downham Market & District; producing an annual temporary exhibition on appealing topics to draw in visitors and, of course, holding events with the aim of both attracting visitors and raising revenue to continue our work for our community.

Our visitor numbers can be seen below for the past year:

2023 totals including events **January - September = 1599**

For comparison:

2022 totals including events **January - September = 1060** including October, November & December = **1,495**

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Newsletter

We hope our members enjoy our very informative quarterly Newsletter which keeps you in the loop and up to date with our activities and news and is a vital link to those who are unable to attend events. We very much appreciate our volunteer editor, who is also responsible for arranging the Talks, for its refreshing content, often seasonal but also with many interesting articles on Downham features.

Volunteers

To achieve our aims, we rely on the dedication, hard work, enthusiasm and talents of our volunteers, and these last two years they have restored the stability of Discover Downham, which had been dramatically depleted by the Covid years, not just financially, but its presence as an important link for the Downham and District community. Our Treasurer's report reveals the restoration of our finances, but also illuminates the importance of maintaining and building upon this improved state.

Members

We are grateful to our members who support us with their subscriptions and for their overwhelming generosity towards the Dobson Bell appeal. There are now 106 members so we have an increase of six so far from the last financial year; and possibly more to join before the end of this one. The more members we attract, the better it will be all round in terms of increased attendance to our events and the support given to our endeavours.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

Fundraising

Discover Downham depends upon its regular major fundraisers to meet our considerable overheads and continue to provide our community and visitors from outside with a vibrant heritage centre. Our monthly Coffee mornings and Quizzes are the bedrock, and always include a raffle which increases funds. The other major income provider is the hiring out of Discover Downham to various clubs, groups and societies such as Downham Songwriters & Poets; two separate Art groups; Dementia Cafe; three separate U3A groups (photographic, film & welcome coffee mornings; a Lecture society;; Climate Conversation Groups and British Legion. There are many more but the above are our regulars. Our revenue from hiring has risen due to the increased number of hirers. All of our hirers are attracted by the excellent facilities provided here, including the separate kitchen and craft sinks and the interactive screen. In order to facilitate this, we are fortunate that our key-holder volunteers are willing to open and close the venue regularly - they are the unsung heroes who open and lock up throughout the challenging autumn and winter months.

Talks

The monthly Talks is another regular fundraiser and an opportunity for people to come together to be informed or entertained with historical topics ranging from: 'Industrial Activity in 19th Century Norfolk and its Market Towns' to, 'More Deadly than the Male' a lighthearted history of the female gothic.' Our volunteer who arranges the talks has included an eclectic mix of popular and interesting subjects, and we have managed to engage fine speakers despite our limited budget. If anyone has potential subjects they would like to present, please get in touch or simply offer topics you would like covered. We also host a number of Tabletop sales throughout the year and they often do very well.

Volunteer fundraiser

One of our volunteers who has raised funds frequently in Downham for the Centre and various charities, organised a very successful Bingo night in Denver which attracted a larger crowd than we could host due to Denver's larger capacity. He raised over £500 which was a tremendous boost for the Centre.

Events

Additional to our monthly functions, we endeavour to provide events that attract visitors and importantly generate further, necessary income. These have included the extremely well-attended and successful Coronation tea event; an Antiques Valuation day, where in partnership with the long-established local auctioneers Barry Hawkins, who provided staff, valuations of items were carried out throughout the day. It proved to be so popular that Discover Downham and Barry Hawkins have arranged to repeat the event this autumn, Friday 1st December.

Research facility

Discover Downham continues to provide a research facility for those who wish to discover information relating to family history in the area, personalities, houses, buildings, and occupations for example. The basic fee is £10 with additional charge if extensive research is sought. This service is augmented by our free, regular Family History sessions where our volunteers assist visitors who wish to generate family trees and obtain information.

Grants and support sources

The Centre has to pay rent, utilities, insurance, subscriptions, accountants, provide all equipment and materials and we have a full repairing lease too, plus as everyone is aware, energy bills are extremely high so our outgoings are considerable; with no guaranteed outside funding, we therefore seek available grants to financially support our programme of events. We benefitted earlier this year from the Tesco Community Grant of £1,000 which was achieved by tokens placed by shoppers in one of three local worthy causes, we received 2nd prize and were very pleased.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

'Create & Thrive' workshops

A further grant was negotiated by our experienced volunteers to host a venture that is designed to encourage the community through a series of workshops known as 'Create and Thrive'. After submission, Discover Downham was fortunate to be awarded the project, and it has proved to be excellent for encouraging interest in the Centre and producing healthy revenues as costs are partly covered through the grant. Thus far, a varied selection of workshops have offered Arts and Craft based activities such as bag making; sculpting with paper; a 'Writing for Radio'; 'Canal Folk Art' and many more that have been oversubscribed as so popular. There is a lot of work involved in setting the workshops up, running them and recording the transactions and organisation in line with the funder's requirements. However, it has proved to be highly successful and raised further awareness in the locality for the Centre.

Giving back to the community

Although much of Discover Downham's focus has to be on producing revenue to meet our considerable outgoings and thereby stay afloat, we value our Community Outreach project that produces free events for the vulnerable in our community. It is particularly important for encouraging children, and our aim is always to educate the children in an enjoyable way, thus presenting the museum as a place they will want to return to and learn more about. Having interaction with local schools, colleges and children's groups is vital to involving local children. This year we also hosted a student from the College of West Anglia for several months.

Seasonal events are so important for the children and adults alike and keep alive those traditions that cultures cherish so Christmas 2022 was once again enhanced by the donation of 4 another beautiful Christmas tree from one of our volunteers; it was a welcome sight for many of us, but particularly the children throughout December till 12th night, though this year it did not survive as an Easter tree for hanging cards as it had the previous year. Events were held for the children to prepare for Christmas, making decorations and Easter too.

Workshops for Local Children's Groups

A team of volunteers have run a series of very enjoyable workshops for local Scout and Guiding groups, and local schools. They include Victorian Life, World War 2, Toys and Games, Autumn Traditions, and Welcoming Springtime. The Guides' 'Welcoming Springtime' event just one example, was a well-attended, happy event where the guides were introduced to some traditional elements of how our ancestors celebrated the arrival of spring by making green man masks and garlands to decorate both celebrants and the locality; the highlight of the evening was dancing round the maypole, suitably attired in garlands and masks - enjoyed as much by the Guides' leaders as the guides.

Temporary Exhibitions

The Best Days of your Life

The highly successful schools' exhibition, 'The Best Days of Your Life - Downham Market Schools' continued until March, drawing in visitors from within and outside Norfolk; sometimes from as far afield as Australia and New Zealand who, here to see family, heard about our exhibition and popped in. The visitors spent happy hours identifying themselves and others and recording the names in the books alongside the photographs, where children had been individually numbered to provide a useful guide for preserving community history and making it personal. It was extraordinary how some people were able to recall names from, in some cases, 70+ years ago: one lady in her 90s completed a whole row of names for her Grammar school photograph, though it was not so surprising when she explained as a school leaver, she was headhunted by staff at Bexwell to work with the RAF as she had prodigious mathematical talent.

A Most Direct and Perfect Railway

In March, our new exhibition: 'A Most Direct and Perfect Railway' opened with a well-attended open evening, and has also proved to be very popular; we experience a steady flow of visitors coming in just to see the exhibition. Word travels around throughout the avid railway fraternity far and wide.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Banners and Regalia

There is a fine display of banners and regalia scheduled to be displayed from the New Year up until March 2024 to allow the public to see some of the items normally stored out of sight in the archive store. There may be a Talk to augment the exhibition.

The Shops of Downham Market & District

The next exhibition to follow in April 2024 will be the shops of Downham Market & District. We have obtained the 'whizzy thing' more properly termed Lamson Rapid Wire Cash Railway System, used in the past in Laxon's high class grocery shop in the High street to transport payments/receipts from counter staff to cashier. This will be an item of nostalgia for many and the children will love it.

Dobson Bell Appeal

A highlight of the year was acquiring the very fine Dobson bell which was originally made at the bell foundry in Downham Market in 1826 and believed to have been installed in the bell tower in Bilney Hall, East Bilney. Once it became known that we required help to purchase this Downham icon and the message was relayed through social media, posters and the media, it really resonated with our members and the public at large and so many generous donations were received they covered the purchase. However, we are continuing to appeal for donations and fundraising to finance the restoration and installation of the bell in an optimum manner and safely.

Stewards

To open to the public we require stewards. There is an experienced group of stewards who volunteer regularly, but we often struggle to cover absent stewards. We are determined to keep the Centre open and it would be more practicable if we could enlarge our stewards' pool. We are therefore always looking for new stewards so if this is something you think you would like to be involved with, please do get in touch. Our stewards will be more than happy to welcome you on board; if you cannot commit to a regular morning or afternoon, it would still be very helpful to have some 'stewards in reserve' to cover absent regulars. Just let us know after the meeting if you are interested or pop in anytime we are open.

Trustees

We are fortunate to have someone assisting with bookkeeping and adding our funded Create & Thrive details on SAGE. However, we have been operating without the full complement of 12 trustees; the Constitution dictates that every 2 years one third of the longest serving trustees should retire but may be reelected, with the result that all nine trustees who are currently on the committee have served without a break. This past year many have been affected by accidents, ill-health, old age, etc. Without new trustees, Downham Market & District Heritage Society would be lost forever, so please ask yourself if you could fill a gap, be a trustee and help Discover Downham to prosper.

Support

The introduction a number of years ago by a small team of volunteers to produce a Discover Downham calendar every year, has proved to be a constant popular sales item and an attractive showcase of 'old Downham and its environs' as it uses photographs from our archives. It 6 boosts our finances every year so we urge everyone to purchase one or more of our 2024 edition, available now, as they make wonderful Christmas gifts for family and friends too. Each year they generate more funds for the Centre with 2023 tripling the 2022 profit; and this year looks to be even healthier in terms of sales. The Calendars are good quality and are available from the Centre at £6 or visit the website www.discoverdownham.org.uk (They can be posted for an extra £1.50).

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The Museum

The heart of Discover Downham is the museum; it represents the town & district and its people past, present and future and to keep it alive we must conserve and add to our collection - space and finances permitting. We are grateful for items donated and some we seek like our Dobson Bell.

Donations/Acquisitions

Donations to our archives this year included a substantial quantity of new material, mainly documents. The accession team has been kept busy working diligently to sift through the hundreds of documents to assess their importance for the archives. They include material from Hawkins Auctioneers, Parrotts shop, Salamanca House and the Moore family who ran a tailor shop and confectioners in Lynn Road. There were a few artefacts, including a metal box, made by Amos Barber in Downham Market. The lack of artefacts made the purchase of the Dobson Bell even more exciting.

Included in the acquisitions were: Two boxes of 1800s documents about Parrotts. (this was in High St and got burnt down) Salamanca House documents, which we were allowed to take copies of by the owner. A Metal trunk which was made by Amos Barber in Downham Market.

The Moore family came in and talked about their tailor shop & confectioners in Lynn rd and links to several Downham Market families.

Bennett's Documents.

Tony Hall donated books and directories.

In Addition to physical artefacts, Discover Downham fully embraced the digital age with film and record keeping and has long desired to capture the testimonies of local people. Finally it is happening, a volunteer has embarked upon digitally recording local people's stories and knowledge of Downham in the past. Hopefully, more people will take advantage of this service to enhance our records and bring them to life. They are being transcribed and will be available digitally in the future.

Conclusion

Discover Downham is a vibrant representation of Downham Market & District and its people. Those who initially had the vision to establish Discover Downham, with all the hard work and commitment that entailed remain the stalwarts who continue to pour energy into keeping it alive. They deserve recognition for their long service to this establishment; they have bequeathed a fine legacy for the people in this area, and assisted and enhanced the town by attracting visitors. They have passed on their skills, and continue to do so to volunteers newly joined, to continue these good practices. We all owe them a resounding thank you and a thank you to all those members, volunteers and others who continue to support Discover Downham.

Financial review

Financially the organisation remains healthy and we still meet our objectives. The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements. The present level of reserves held is £242,947.

The reserves figure includes £170,956 for property improvements due to the cost of renovating the building into the heritage centre which are being written off over the term of the lease. This is not reserves that the organisation is able to convert to useable funds, therefore the actual reserves available to the organisation is £71,991.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Major risks

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

TRUSTEE'S REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

The trustees who served during the year and up to the date of signature of the financial statements were:

J Patch (Appointed 30 November 2023)

S Dobson (Appointed 19 October 2023)

Z Sweetland

A Hall

M Batt

P Thorpe

D Drewry

C Austin

K Wiseman

G Ryan

Recruitment and appointment of trustees

All members are invited to nominate Trustees, together with nominations from the management team and the existing Trustees. Those nominated and appointed are elected at the first AGM following appointment.

The Trustee's report was approved by the Board of Trustees.

.....
S Dobson

Date:

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

I report to the trustees on my examination of the financial statements of Downham Market & District Heritage Society (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Paul Farrow, F.C.A. FCCA MAAT

For and on behalf of Mapus-Smith & Lemmon LLP

23 London Road
Downham Market
Norfolk
PE38 9BJ

Dated:

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	3	6,757	-	6,757	1,618	6,250	7,868
Charitable activities	4	9,374	-	9,374	8,722	-	8,722
Other trading activities	5	11,065	-	11,065	4,810	-	4,810
Investments	6	1,477	-	1,477	446	-	446
Total income		28,673	-	28,673	15,596	6,250	21,846
Expenditure on:							
Charitable activities	7	20,069	6,250	26,319	14,860	1,000	15,860
Impairment and depreciation		116,698					
Total expenditure		136,767	6,250	143,017	14,860	1,000	15,860
Net income/(expenditure) and movement in funds		(108,094)	(6,250)	(114,344)	736	5,250	5,986
Reconciliation of funds:							
Fund balances at 1 April 2023		351,041	6,250	357,291	350,305	1,000	351,305
Fund balances at 31 March 2024		242,947	-	242,947	351,041	6,250	357,291

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	13		177,469		293,476
Current assets					
Cash at bank and in hand		67,045		64,780	
Creditors: amounts falling due within one year	14	(1,567)		(965)	
Net current assets			65,478		63,815
Total assets less current liabilities			242,947		357,291
Net assets excluding pension liability			242,947		357,291
The funds of the charity					
Restricted income funds	15		-		6,250
Unrestricted funds			242,947		351,041
			242,947		357,291

The financial statements were approved by the trustees on

.....
S Dobson

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Downham Market & District Heritage Society is a charity registered with the Charity Commission in England. The operational address is Discover Downham, The Old Fire Station, 30 Priory Road, Downham Market, Norfolk, PE38 9JS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Costs of generating funds are those costs incurred in trading activities that raise funds.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property improvements	4% straight line
Plant and equipment	25% reducing
Fixtures and fittings	15% reducing

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Impairment has been included relating to the past 7 years where depreciation has not taken place where the assets have diminished in value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Change in accounting policy

The 2023 accounts were prepared using the receipts and payments method. The trustees' have now decided to change to the accruals basis starting from the year 2024. The trustees have applied this change to accurately reflect the membership in the year in which the membership relates to as this is often paid in March for the following years membership.

The prior period to March 2023 have been amended to include an adjustment for amounts received in advance of £965.00 (2024 : £1,567)

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	5,167	-	5,167	923	-	923
General grants	500	-	500	-	6,250	6,250
Membership fees	1,090	-	1,090	675	-	675
Donated goods and services	-	-	-	20	-	20
	<u>6,757</u>	<u>-</u>	<u>6,757</u>	<u>1,618</u>	<u>6,250</u>	<u>7,868</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sale of goods	4,730	3,909
Services provided under contract	-	50
Charitable rental income	4,644	3,091
Other income	-	1,672
	<u>9,374</u>	<u>8,722</u>

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	<u>11,065</u>	<u>4,810</u>

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>1,477</u>	<u>446</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

	Total 2024 £	Total 2023 £
Direct costs		
Depreciation and impairment	116,698	-
Share of support and governance costs (see note 8)		
Support	25,599	15,859
Governance - accountancy	720	-
	<u>143,017</u>	<u>15,859</u>
Analysis by fund		
Unrestricted funds	136,767	15,859
Restricted funds	6,250	1,000
	<u>143,017</u>	<u>16,859</u>

8 Support costs allocated to activities

	2024 £	2023 £
Insurance	-	543
Stationery, postage and photocopying	929	588
Speakers	377	442
Heat & light	8,790	2,848
Water	177	192
Telephone and internet	530	575
Subscriptions and licences	533	204
Repairs and equipment	5,873	3,915
Computer	928	573
General expenses	647	3,503
Charges	285	-
Donations	50	-
Merchandise for sale	84	402
Events	3,961	-
Cleaning	1,553	1,807
Rent	284	267
Advertising	598	-
Governance costs - accountancy	720	-
	<u>26,319</u>	<u>15,859</u>
Analysed between:		
Support costs	25,599	15,859
Governance costs - accountancy	720	-
	<u>26,319</u>	<u>15,859</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9	Net movement in funds	2024	2023
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Depreciation of owned tangible fixed assets	12,051	-
	Impairment of owned tangible fixed assets	104,646	-
		<u> </u>	<u> </u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Impairments

Impairment tests have been carried out where appropriate and the following impairment losses have been recognised in profit or loss:

	2024	2023
	£	£
In respect of:		
Property, plant and equipment	104,646	-
	<u> </u>	<u> </u>

The impairment is on the property improvements completed when converting the building to the Heritage centre. The impairment is due to the improvements not being depreciated for 2018-2023.

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Tangible fixed assets

	Property improvements £	Plant and equipment £	Fixtures and fittings £	Total £
Cost				
At 1 April 2023	267,119	8,252	18,105	293,476
Additions	-	528	162	690
	<u>267,119</u>	<u>8,780</u>	<u>18,267</u>	<u>294,166</u>
At 31 March 2024	267,119	8,780	18,267	294,166
Depreciation and impairment				
Depreciation charged in the year	10,685	460	906	12,051
Impairment losses	85,478	6,938	12,230	104,646
	<u>96,163</u>	<u>7,398</u>	<u>13,136</u>	<u>116,697</u>
At 31 March 2024	96,163	7,398	13,136	116,697
Carrying amount				
At 31 March 2024	<u>170,956</u>	<u>1,382</u>	<u>5,131</u>	<u>177,469</u>
At 31 March 2023	<u>267,119</u>	<u>8,252</u>	<u>18,105</u>	<u>293,476</u>

More information on the impairment arising in the year is given in note 12.

14 Creditors: amounts falling due within one year

	2024 £	2023 £
Payments received on account	<u>1,567</u>	<u>965</u>

15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Councillor community grant	1,000	-	(1,000)	-
Tesco	1,000	-	(1,000)	-
Norfolk community fund	4,250	-	(4,250)	-
	<u>6,250</u>	<u>-</u>	<u>(6,250)</u>	<u>-</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

15 Restricted funds

(Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Councillor community fund	1,000	1,000	(1,000)	1,000
Tesco	-	1,000	-	1,000
Norfolk community fund	-	4,250	-	4,250
	<u>1,000</u>	<u>6,250</u>	<u>(1,000)</u>	<u>6,250</u>

16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

The reserves figure includes £170,956 for property improvements due to the cost of renovating the building into the heritage centre which are being written off over the term of the lease. This is not reserves that the organisation is able to convert to useable funds, therefore the actual reserves available to the organisation is £71,991.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	<u>351,041</u>	<u>28,673</u>	<u>(136,767)</u>	<u>242,947</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	<u>350,305</u>	<u>15,596</u>	<u>(14,860)</u>	<u>351,041</u>

17 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	177,469	-	177,469
Current assets/(liabilities)	65,478	-	65,478
	<u>242,947</u>	<u>-</u>	<u>242,947</u>

DOWNHAM MARKET & DISTRICT HERITAGE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	293,476	-	293,476
Current assets/(liabilities)	57,565	6,250	63,815
	<u>351,041</u>	<u>6,250</u>	<u>357,291</u>

18 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Accounts



DISCOVER DOWNHAM
Downham Market & District Heritage Society (DMDHS)
CIO: Registered Charity No. 1154267
The Old Fire Station, 30 Priory Rd, Downham Market
PE38 9JS: 01366 384428
www.discoverdownham.org.uk
info@discoverdownham.org.uk

Issued 20.10.2022

TRUSTEE REPORT NOVEMBER 2022

This has been our first full year out of lockdown so as the Treasurer's report states, we have not quite balanced the books with our income...but we have had a pretty good stab at it.

We brightened up Priory Road again with our Christmas Tree which was donated by one of the volunteers and held a small opening ceremony with a mince pie and glass of mulled wine to ward off the cold. The tree miraculously turned into an Easter Egg Tree later in the year, albeit without its leaves, when we held a very successful free Easter Egg decorating event for children.

Our Community Outreach programme has been very popular with eight Childrens workshops held so far this year. These educational, fun events have proved to be very popular, particularly with the local Guide and Scout groups and there is increasing demand. Whilst not money making, they do introduce children, sometimes for the first time, to a small museum environment and we hope to see them return. Also this year, as part of an Art Fund grant which was awarded to one of the volunteers, a Paper Clay Sculpting workshop for Adults was held one Saturday morning. This was very well attended and attracted many people who had never been to the Centre before. It is hoped that similar events can be held in the future.

Our regular big Fundraisers, as in other years, have been the monthly Quiz nights and Coffee mornings. Both of these have a firm base of 'regulars' that attend but we are always pleased to see new faces. These Fundraisers are boosted by a raffle which is, as with everything else, organised by volunteers and produces another very useful source of income.

Hires have increased this year, which is perhaps not surprising, given the time we were unable to socialise. Hire Income is up with all manner of groups using the premises, such as Songwriters & Poets, Dice & Decks, Photography for Fun, Climate Conversation Group, Cancer Hub, Lecture Society, Family History, Coffee mornings held by other charities...and there are

many more. The Centre is again very grateful to the volunteers who are Key holders and open and close for all these groups.

Once again research enquiries (for which we charge a small minimum £10 fee) are up, with many people wanting to find out about the history of their house or ancestors and also more complicated searches. This takes a lot of time but is an important facility for us to be able to offer.

We have a new Organiser for the Society's Monthly meetings and we have already had some very interesting talks with an exciting programme organised through until June 2023, plus hopefully a summer visit to a local venue. The same person edits the three monthly Newsletter which is colourful and informative and sent to all members free of charge.

We have permanent displays at the Centre but also Temporary Displays and this year the volunteers have produced 'The Best Days of Your Life? Downham Market Schools' which runs until March. This has generated very good publicity with lots of people coming to look at the many photographs and items on display. More names have now been put to pupils faces and interesting memories recorded, thanks to the visitors. If you haven't seen the Exhibition it is certainly worth visiting. This exhibition has helped to boost visitor numbers which were already higher since covid with visitors from as far afield as South Africa and Australia as well as from many parts of the UK.

To open to the public we require Stewards. There are an experienced group of stewards who volunteer regularly but they do have other commitments too and unfortunately, though we hate doing it, we have had to close for a morning or afternoon on three occasions this year. We are always looking for new stewards so if this is something you think you would like to get involved with please do get in touch.

The Centre has to pay for rent/utilities and with a full repairing lease, expenses are high which is why it is important to make the books balance. There is no guaranteed outside funding and although we are extremely lucky that all the roles within the Centre are currently filled by Volunteers, and no salaried staff, we are always very grateful to receive grants to help towards the upkeep.

We were fortunate enough to obtain a £1000 grant this year from King's Lynn Borough Council and this went towards some outside tables and chairs for the courtyard and helped towards the set up costs of the Temporary Schools Exhibition.

Hopefully you have all heard by now that Discover Downham is one of three groups that have been chosen to take part in Tesco's latest round of

Community Grants in Downham Market. So please make sure that every time you go in to Tesco you pick up a blue token and put it in the Discover Downham box. We will be awarded either £1500/£1000 or £500 depending on which group gets the most tokens, so your support is very valuable.

Another way to support us is by buying our 2023 Downham Market Fund Raising Calendar which has been put together by the Calendar Team who have enjoyed choosing the photographs from the large collection that is held in the archives at the Centre. The Calendars are good quality and are available from the Centre at £6 or visit the website www.discoverdownham.org.uk. They make great Christmas presents and can be posted for an extra £1.50.

As well as room hire and all the fund raising events that are held, the core of Discover Downham is the museum. People have been especially generous this year donating artefacts with 200 recorded in the last year. Donations included suppliers receipts from The Blue Bell public house in Stoke Ferry, School photos and Registers from a number of people which were used in the Schools Exhibition, letters relating to the Evacuation of families to Downham Market, Accounts for the Sand Pit used for building the Crow Hall estate, Documents relating to the intention to construct a sewer on Crow Hall estate and documents regarding the Reed family. We have also accessed two items of 1960s Wicksteed playground equipment which used to be on the Howdale. One is a rocking elephant and the other a horse and once repainted they will be put in the courtyard and hopefully bring back some happy memories.

There are now 96 members which is higher than some previous years but we would like to build on that number so very much appreciate your continued support.

We are proud that we have such an innovative set up at Discover Downham. Not only a Museum, which preserves and records the history of Downham Market and attracts visitors to the town, but also, thanks to our many volunteers and members, we are able to fully support the Centre by all the events that we hold. Well almost fully support...maybe next year!

RECEIPTS AND PAYMENTS ACCOUNT
OF
DOWNHAM MARKET AND DISTRICT HERITAGE SOCIETY

YEAR ENDED 31 MARCH 2023

Downham Market & District Heritage Society**Income and Expenditure Account for the year ended 31st March 2023**

<u>Incoming Resources</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
General				
Donations	-	923	923	653
Subscriptions	-	1,225	1,225	970
Sales	-	1,133	1,133	651
Room hire	-	3,506	3,506	2,502
Enquires	-	50	50	
Loan Boxes	-	20	20	
Meetings	-	1,672	1,672	921
	-	8,529	8,529	5,696
Investment Income				
Bank interest	-	446	446	504
	-	446	446	504
Fundraising				
General fundraising	-	4,336	4,336	2,044
Coffee mornings, food sales	-	2,776	2,776	2,191
Events	-	474	474	577
	-	7,586	7,586	4,812
Grants received				
NFC	4,250	-	4,250	-
Tesco	1,000	-	1,000	-
BCKLWN	1,000	-	1,000	1,000
	6,250	-	6,250	1,000
Total Incoming Resources	6,250	16,560	22,810	12,012

Downham Market & District Heritage Society
Income and Expenditure Account for the year ended 31st March 2023

<u>Resources Expended</u>	<u>Restricted</u> <u>2023</u>	<u>Unrestricted</u> <u>2023</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
General				
Wages and salaries			-	-
Insurance		543	543	530
Stationery, postage and photocopying		588	588	661
Speakers		442	442	-
Water		192	192	209
Telephone and internet		575	575	535
Subscriptions and licences		204	204	429
Repairs and equipment		3,915	3,915	4,503
Heating and electricity		2,848	2,848	2,319
Computer		573	573	5,087
General expenses	1,000	2,503	3,503	1,749
Merchandise for sale		402	402	398
Cleaning		1,807	1,807	1,634
Advertising			-	-
Professional fees			-	-
Rent		267	267	254
Removal of artifacts			-	-
Profit/Loss on sale			-	26
Accountancy			-	690
Total resources expended	1,000	14,859	15,859	19,024
Surplus Income over Expenditure	5,250	1,701	6,951	(7,012)
Funds at 01 April 2022	1,000	350,305	351,305	351,305
Transfers between funds	-	-	-	-
Funds at 31 March 2023	6,250	352,006	358,256	344,293

Downham Market & District Heritage Society

Statement of Assets and Liabilities for the year ended 31st March 2023

	2023	2022
Fixed Assets		
Tangible assets	293,475	293,475
Current Assets		
Cash at bank and in hand	64,781	57,830
Net Assets	358,256	351,305
The funds of the charity		
Unrestricted Funds	352,006	350,305
Restricted Funds	6,250	1,000
Total Charity Funds	358,256	351,305

Approved and signed on behalf of the Charity

Mr D Flower - Chairman

Downham Market & District Heritage Society
Independent Examiners' Report to the Trustees of Downham Market and District
Heritage Society

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 1 to 3.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under s. 145(5)(b) of the Act.

Independent examiner's statement

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

- (1) the Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (b) the accounts do not accord with those records.

Paul Farrow FCA FCCA MAAT

For and on behalf of Mapus-Smith & Lemmon LLP

Chartered Accountants

23 London Road

Downham Market

Norfolk

PE38 9BJ

Date:

.....

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st April 2021**
31st March 2022

Period start date To

Charity name: Downham Market and District Heritage Society

Charity registration number: 1154267

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the historical heritage of Downham Market and its surrounding villages
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Collecting, preserving and displaying artefacts, documents and photographs relating to Downham Market and its surrounding villages that make up the ancient Administrative area of the Clackclose Hundred
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees manage the Society for the benefit of the public in accordance with the guidance issued by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Society is entirely run by volunteers

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	After the Covid lockdown was lifted we began to pick ourselves up and start our activities almost afresh. By the end of June we had put the enforced break behind us and were fully functioning and engaging with the public with our talks and exhibitions. We have also renewed our engagement with the local Youth organisations Our Fundraising members worked very hard and successfully too.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Society completed the year in a most satisfactory financial situation
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves will be held for anticipated commitments as we have a full repairing lease and to cover future running costs
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fundraising
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation, Registered 18 th October 2013, amended on 11 th February 2015
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	C.I.O
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election by Members at AGM but the trustees may co-opt other Trustees if necessary with the agreement of a members meeting, to be ratified at next AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Downham Market and District Heritage Society
Other name the charity uses	Discover Downham
Registered charity number	1154267

Charity's principal address	Discover Downham 30 Priory Road Downham Market PE38 9JS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kathleen Wiseman	Trustee		Members
2	Christine Austin	Trustee		Members
3	Gerald Ryan	Trustee/Treasurer		Members
4	Marion Batt	Trustee		Members
5	Diane Drewery	Trustee		Members
6	Maria Hopwood	Trustee		Members
7	Peter Thorpe	Trustee		Members
8	Anthony Hall	Trustee		Members
9	Zowie Sweetland	Trustee	10/11/21 to date	Members
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountants	Mapus-Smith & Lemmon LLP	23 London Road Downham Market Pe38 (B)

Name of chief executive or names of senior staff members (Optional information)

None

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No staff employed

Other optional information

--

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)

--	--

Full name(s)

	Gerald Ryan
--	-------------

**Position (eg
Secretary, Chair, etc)**

	Treasurer
--	-----------

Date

--

RECEIPTS AND PAYMENTS ACCOUNT
OF
DOWNHAM MARKET AND DISTRICT HERITAGE SOCIETY
YEAR ENDED 31 MARCH 2022

Downham Market & District Heritage Society**Income and Expenditure Account for the year ended 31st March 2022**

Incoming Resources	<u>Restricted</u> <u>2022</u>	<u>Unrestricted</u> <u>2022</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
General				
Donations	-	653	653	2,352
Subscriptions	-	970	970	650
Sales	-	651	651	612
Room hire	-	2,502	2,502	120
Meetings	-	921	921	128
	-	5,696	5,696	3,862
Investment Income				
Bank interest	-	504	504	911
	-	504	504	911
Fundraising				
General fundraising	-	2,044	2,044	160
Coffee mornings, food sales	-	2,191	2,191	-
Events	-	577	577	-
	-	4,812	4,812	160
Grants received				
HLF	-	-	-	-
Wren	-	-	-	-
BCKLWN	1,000	-	1,000	-
	1,000	-	1,000	-
Total Incoming Resources	1,000	11,012	12,012	4,933

Downham Market & District Heritage Society
Income and Expenditure Account for the year ended 31st March 2022

<u>Resources Expended</u>	<u>Restricted</u> <u>2022</u>	<u>Unrestricted</u> <u>2022</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
General				
Wages and salaries	-	-	-	-
Insurance	-	530	530	530
Stationery, postage and photocopying	-	661	661	444
Speakers	-	-	-	-
Water	-	209	209	192
Telephone and internet	-	535	535	559
Subscriptions and licences	-	429	429	247
Repairs and equipment	-	4,503	4,503	951
Heating and electricity	-	2,319	2,319	2,264
Computer	-	5,087	5,087	448
General expenses	264	1,485	1,749	166
Merchandise for sale	-	398	398	87
Cleaning	-	1,634	1,634	1,535
Advertising	-	-	-	369
Professional fees	-	-	-	-
Rent	-	254	254	-
Removal of artifacts	-	-	-	-
Profit/Loss on sale	-	26	26	-
Accountancy	-	690	690	690
Total resources expended	264	18,760	19,024	8,483
Surplus Income over Expenditure	736	(7,748)	(7,012)	(3,550)
Funds at 01 April 2021	264	358,053	358,317	361,867
Transfers between funds	-	-	-	-
Funds at 31 March 2022	1,000	350,305	351,305	358,317

Downham Market & District Heritage Society

Statement of Assets and Liabilities for the year ended 31st March 2022

	2022	2021
Fixed Assets		
Tangible assets	293,475	293,527
Current Assets		
Cash at bank and in hand	57,830	64,790
Net Assets	351,305	358,317
The funds of the charity		
Unrestricted Funds	350,305	358,053
Restricted Funds	1,000	264
Total Charity Funds	351,305	358,317

Approved and signed on behalf of the Charity



~~Mr D Flower~~, Chairman

RETIRE

MRS M BATT

Downham Market & District Heritage Society
Independent Examiners' Report to the Trustees of Downham Market and District
Heritage Society

I report on the accounts of the Charity for the year ended 31 March 2022, which are set out on pages 1 to 3.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under s. 145(5)(b) of the Act.

Independent examiner's statement

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

- (1) the Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (b) the accounts do not accord with those records.



Paul Farrow FCA FCCA MAAT

For and on behalf of Mapus-Smith & Lemmon LLP

Chartered Accountants

23 London Road

Downham Market

Norfolk

PE38 9BJ

Date:

11/11/2022

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st March 2020**
31st March 2021

Period start date To
Period end date

Charity name: Downham Market and District Heritage Society

Charity registration number: 1154267

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the historical heritage of Downham Market and its surrounding villages
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Collecting, preserving and displaying artefacts, documents and photographs relating to Downham Market and its surrounding villages that make up the ancient Administrative area of the Clackclose Hundred
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees manage the Society for the benefit of the public in accordance with the guidance issued by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Society is entirely run by volunteers

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Unfortunately Covid 19 and the lockdown closed the Centre for this period and stopped our work with the public. When permitted volunteers met within strict Covid guidelines and carried on working with the collection of artefacts, documents and photographs as best they could. They also prepared new displays in readiness for re-opening. When not allowed to meet they continued to work from Home. The business of the Society was carried out by Zoom meetings as was the Annual General Meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite having little income and having the Centre to maintain the Society has managed to survive in a reasonable financial condition
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves will be held for anticipated commitments as we have a fully repairing lease and to cover future running costs
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation, Registered 18 th October 2013, amended on 11 th February 2015
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	C.I.O
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election by Members at AGM but the trustees may co opt other Trustees if necessary with the agreement of a members meeting, to be ratified at next AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Downham Market and District Heritage Society
Other name the charity uses	
Registered charity number	1154267

Charity's principal address	Discover Downham 30 Priory Road Downham Market PE38 9JS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kathleen Wiseman	Trustee		Members
2	Christine Austin	Trustee		Members
3	Gerald Ryan	Treasurer/Trustee		Members
4	Marion Batt	Trustee		Members
5	Diane Drewery	Trustee		Members
6	Maria Hopwood	Trustee		Members
7	Peter Thorpe	Trustee		Members
8	Anthony Hall	Trustee	!1th November 2020 to date	Members
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountants	Mapus-Smith & Lemmon LLP	23 London Road Downham Market Pe38 (B)

Name of chief executive or names of senior staff members (Optional information)

None

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No staff employed

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Kathleen Wiseman	Gerald Ryan
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Position (eg
Secretary, Chair, etc)

Trustee	Treasurer
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Date

10/11/21

RECEIPTS AND PAYMENTS ACCOUNT
OF
DOWNHAM MARKET AND DISTRICT HERITAGE SOCIETY
YEAR ENDED 31 MARCH 2021

Stam Market & District Heritage Society
Income and Expenditure Account for the year ended 31st March 2021

<u>Incoming Resources</u>	<u>Restricted</u> <u>2021</u>	<u>Unrestricted</u> <u>2021</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
General				
Donations	-	2,352	2,352	986
Subscriptions	-	650	650	657
Sales	-	612	612	219
Room hire	-	120	120	2,329
Meetings	-	128	128	1,055
	-	3,862	3,862	5,246
Investment Income				
Bank interest	-	911	911	72
	-	911	911	72
Fundraising				
General fundraising	-	160	160	3,525
Coffee mornings, food sales	-	-	-	1,392
Events	-	-	-	157
	-	160	160	5,074
Grants received				
HLF	-	-	-	-
Wren	-	-	-	-
KLWMNBC	-	-	-	-
	-	-	-	-
Total Incoming Resources	-	4,933	4,933	10,392

am Market & District Heritage Society
 Income and Expenditure Account for the year ended 31st March 2021

Resources Expended	<u>Restricted</u> <u>2021</u>	<u>Unrestricted</u> <u>2021</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
General				
Wages and salaries	-	-	-	-
Insurance	-	530	530	690
Stationery, postage and photocopying	-	444	444	771
Speakers	-	-	-	449
Water	-	192	192	327
Telephone and internet	-	559	559	546
Subscriptions and licences	-	247	247	196
Repairs and equipment	-	951	951	2,548
Heating and electricity	-	2,264	2,264	5,353
Computer	-	448	448	446
General expenses	-	166	166	1,588
Merchandise for sale	-	87	87	36
Cleaning	-	1,535	1,535	762
Advertising	-	369	369	254
Professional fees	-	-	-	-
Rent	-	-	-	256
Removal of artifacts	-	-	-	-
Recruitment expenses	-	-	-	-
Accountancy	-	690	690	960
Total resources expended	-	8,483	8,483	15,182
Surplus Income over Expenditure	-	(3,550)	(3,550)	(4,790)
Funds at 01 April 2020	264	361,603	361,867	366,657
Transfers between funds	-	-	-	-
Funds at 31 March 2021	264	358,053	358,317	361,867

Ham Market & District Heritage Society
Statement of Assets and Liabilities for the year ended 31st March 2021

	2021	2020
Fixed Assets		
Tangible assets	293,527	293,228
Current Assets		
Cash at bank and in hand	64,790	68,639
Net Assets	<u>358,317</u>	<u>361,867</u>
The funds of the charity		
Unrestricted Funds	358,053	361,603
Restricted Funds	264	264
Total Charity Funds	<u>358,317</u>	<u>361,867</u>

Approved and signed on behalf of the Charity



Mr D Flower - Chairman

Downham Market & District Heritage Society
Independent Examiners' Report to the Trustees of Downham Market and District
Heritage Society

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages 1 to 3.

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 Commissioner 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 Commissioner. 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 the seeking of 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:

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 to comply with the accounting requirements of the 2011 Act have not been met; or

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

Mapus-Smith & Lemmon LLP
Chartered Accountants
23 London Road
Downham Market
Norfolk
PE38 9BJ

Date: 24/9/2021



For and on behalf of Mapus-Smith & Lemmon LLP