



**2024**

**Bampton Heritage & Visitor Centre**

**11<sup>th</sup> Annual Report.**



## CHAIRMAN'S OVERVIEW OF THE YEAR by Judi Thomas



Another busy and rewarding year has passed. We have been a key part of our community, hosting events and welcoming both visitors and local residents, former residents and Friends of BHVC.

Along with sharing good time, this year brought us great sadness with the sudden loss of our curator Ken Mills. Ken was with us as a Trustee from the opening of the Centre and with his experience, enthusiasm and thirst for learning he took on the management of our collection. We miss him very much.

Thanks to Andy Macdonald and his great team, the refurbished Centre re-opened in February. The new look was much appreciated by volunteers who gave great feedback on the new layout, with much better light and space for the railway model and the new attractive shop and information display.

My sincere thanks go to all volunteers. The number of unpaid hours given across a variety of roles are invaluable and very much appreciated. Individual skills, talent and passion create an amazing team of which I, and fellow Trustees, are immensely proud to be members.

### Highlights of the year include:

Our 11<sup>th</sup> year was focused on raising our profile, both locally and further afield.

- Our monthly Brook Street stalls, continued to be hugely successful in attracting visitors and residents to see the displays of photos of Bampton in times past – bringing conversations, memories, sales and donations.
- A review with volunteers of our updated strategic plan which is our road map to prioritise our activity and spending plans.
- Oral memory recording and visit from the White family who lived in what is now the Great House, then a barber's shop when they were growing up. Trevor was very pleased to see that the russet apple tree he had planted from a seed was still there.
- Heritage Open Days in September had the theme of Routes, Networks and Connections. Andy Macdonald curated a splendid exhibit of our routes through the earliest drovers' paths through to roadways and the building and widening of the bridge in Brook Street, leading onto the development and later demise of our railway routes. With our portfolio of old maps, we had many visitors who spent time enjoying artwork and research.
- A meeting with volunteers to review our strategy to make it fit for the coming years.
- Activities with families and wider audiences are essential in meeting our core aims. In March and again in May we welcomed classes from Bampton Primary School, with their new head, Lully Newman. It was rewarding to show her, and other staff and children the origin of their school logo – the Bouchier knot.
- We invited our Friends to events to meet Trustees and volunteers with refreshments and in April, a talk on Sir Edwin Dunning.

- The first ever Mid Devon Walking Festival was launched in Bampton on Sunday 15<sup>th</sup> September. We were a big player in the Festival, running 5 walks in total. This event, publicised widely by Visit Mid Devon and Visit Devon raised our profile and brought us some welcome donations.
- Our Tom Talk this year was delivered by Mark Cottle who is a well-known lecturer and speaker. His talk on the medieval gothic aspects of Exeter Cathedral was fascinating and inspiring.



Our thanks, as always, go to the Parochial Church Council (PCC) and in particular Sue Leach and Tony Mount, who with Kevin Chandra, who have kept us updated with aspects of church business affecting BHVC.

## CENTRE ACTIVITY

The numbers of visitors BHVC welcomed to the Centre or attended an event within the last 7 years are shown below. 2024 shows an increase in numbers but remain lower than pre-Covid. Interestingly the visitor numbers are higher in the spring months than previously, but lower in early Autumn.

	2018	2019	2020	2021	2022	2023	2024
<b>Jan</b>	37	52	62	0	0	0	47
<b>Feb</b>	59	104	76	0	20	0	164
<b>Mar</b>	65	105	42	0	13	100	143
<b>Apr</b>	177	93	0	0	62	90	208
<b>May</b>	180	231	0	23	77	87	110
<b>Jun</b>	186	119	0	57	59	84	93
<b>Jul</b>	186	119	0	57	59	119	69
<b>Aug</b>	226	235	32	231	120	109	180
<b>Sep</b>	163	146	8	196	497	286	81
<b>Oct</b>	99	248	13	79	83	110	75
<b>Nov</b>	141	60	0	44	0	0	15
<b>Dec</b>	72	32	0	0	0	12	24
<b>TOTAL</b>	<b>1,591</b>	<b>1,544</b>	<b>233</b>	<b>687</b>	<b>990</b>	<b>997</b>	<b>1,209</b>

## TOWN TRAILS

	2018	2019	2020	2021	2022	2023	2024
<b>Jan</b>		5					0
<b>Feb</b>		6			2		2
<b>Mar</b>		5	7				19
<b>Apr</b>		11					5
<b>May</b>		27				16	0
<b>Jun</b>	8	10		4	25		0
<b>Jul</b>		5		8			2
<b>Aug</b>		2					6
<b>Sep</b>	14	4	8	18		6	2
<b>Oct</b>	9	3		12			0
<b>Nov</b>	5	0		8	2		4
<b>Dec</b>	4	6		8	4		6
<b>TOTAL</b>	<b>40</b>	<b>84</b>	<b>15</b>	<b>58</b>	<b>33</b>	<b>22</b>	<b>44</b>

## TREASURER'S REPORT by Rachel Macdonald

Yet again, I am pleased to draw your attention to the healthy financial position of the Bampton Heritage and Visitor Centre. These formal accounts are presented in a straightforward format to demonstrate that BHVC acts openly, honestly and responsibly when managing money. BHVC thanks our Independent Examiner, Geoff Girdlestone, for his support and guidance in preparing these accounts.

The accounts are divided into two sources of revenue – Restricted and Unrestricted.

**RESTRICTED FUNDS** - grants or donations which can only be used for specific projects. Income is not always spent in the year it is received.

**Income: £150**, with thanks to the Toucan for their donation of £100 and Rotary for £50, both to be put towards the cost of publishing a new walks booklet.

**Expenditure: £100** on two projects during 2024. The first was a translation of the Court Roll. The second was the September walking festival where Bampton joined other towns around Mid Devon to offer an array of walks.

**UNRESTRICTED FUNDS** - monies raised by BHVC Volunteers through activities such as the shop and stall sales, town trails, events etc.

**Income: £8,921**. £2,481 sales and £1,333 donations, a reduction on last year, due to the cost of living increase and reduced spending power along with less activities around the town at Christmas. Street stalls continue to be a popular gathering point for heritage information and to find unusual and unique gifts –thanks to the Volunteers who staff them, and not always on warm, sunny days!

The Quiz Night was an important contributor to 2024 income. Thanks to Volunteers Carol Poole for her skills with the questions, Derek Webster for an excellent bar service and all the other Volunteers who helped make the evening such a success. BHVC will run its third quiz in 2025.

Two additional credits were made, an insurance claim and a donation from a charity donation scheme. This money is shown as Other Income in the Summary Account.

**Expenditure: £4,000**, a decrease on last year, reflecting our lower sales income. The costs of the refurbishment of the Centre straddled both 2023 and 2024 and expenditure of £357 (Repairs and Maintenance) reflects this. The annual payment to the Church increased to usual levels as the charges for heating oil are again reflected in the charge.

**NET INCOME** (income minus expenditure): **£4,971**. It is worth noting that despite a drop in sales and donations, BHVC made a small surplus, inflated by Other Income.

The stable financial position recorded above is due to continuing hard work by Trustees and Volunteers, and support from local business and members of the community – the Centre only remains viable because of those endeavours.

Following input from both Volunteers and Friends, Trustees have identified projects for which funding is required in 2025. These form part of the 2025 Reserves Policy.

**BAMPTON HERITAGE AND VISITOR CENTRE**

Accounts for year ending 31st December 2024

<b>2023</b>		<b>£</b>	<b>£</b>	<b>£</b>
	<b>INCOME</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
2,270	Donations		1,333	1,333
4,274	Sales		2,481	2,481
439	Gift Aid Refund		0	0
202	Well Being Walks		499	499
875	Grants	150	0	150
0	Other		4,608	4,608
<b>8,060</b>		<b>150</b>	<b>8,921</b>	<b>9,071</b>
	<b>EXPENDITURE</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
22	Admin		64	64
80	Equipment/Materials		168	168
675	Events		391	391
137	Museum Collection		71	71
644	Overheads		666	666
90	Publicity		19	19
858	Repairs & Maintenance		357	357
2,065	Shop stock		1,590	1,590
105	Subscriptions		20	20
30	Volunteer support & training		156	156
26	Well being walks		499	499
0	Walking	30		30
352	Town maps	0		0
0	Court roll	70		70
<b>5,090</b>		<b>100</b>	<b>4,000</b>	<b>4,100</b>
<b>2,970</b>	<b>Net Income</b>	<b>50</b>	<b>4,921</b>	<b>4,971</b>
1,636	Assets minus depreciation (20%)		1,309	
16,957	Balances - Bank		22,146	
0	Balance with Paypal		73	
381	Cash in hand		90	
0	Money owed to BHVC		0	
2,172	Stock		2,105	
<b>19,510</b>	<b>Total Assets</b>		<b>24,414</b>	



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A**

**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Charity Name Bampton Heritage and Visitor Centre		
<b>On accounts for the year ended</b>	31 December 2023/24	<b>Charity no (if any)</b>	1156194
<b>Set out on pages</b>	5 - 6 (remember to include the page numbers of additional sheets)		
	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.		
<b>Responsibilities and basis of report</b>	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 section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
<b>Independent examiner's statement</b>	I have completed my examination. I confirm that no material matters have come to my attention ( <del>other than that disclosed below</del> *) in connection with the examination which gives me cause to believe that in, any material respect: <ul style="list-style-type: none"> <li>accounting records were not kept in accordance with section 130 of the Act or</li> <li>the accounts do not accord with the accounting records</li> </ul>		
	I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.		
	* Please delete the words in the brackets if they do not apply.		
<b>Signed:</b>		<b>Date:</b>	8/02/2025
<b>Name:</b>	G. C. GIRDLESTONE		
<b>Relevant professional qualification(s) or body (if any):</b>			
<b>Address:</b>	7 ASHLEIGH PARK, BAMPTON, EX16 9LF		

Section B	Disclosure
-----------	------------

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



## OUR VOLUNTEERS by our Volunteer Lead Alison Brooker

We say this every year, because it's true, our volunteers are the backbone of BHVC, we could not function without them and are indebted for the time and commitment they give in keeping the Centre open and welcoming visitors.

This year we welcome 2 new volunteers; Michael and Nic and one returning Volunteer Debra who was with us at the very beginning.

The Centre is currently open for 8 hours a week over 3 days. If we were to calculate the number of hours our volunteers give in total it comes to 3072 hrs per year just for the Centre and that's with only one volunteer per shift, ideally we like our Centre to be manned by two people at a time but this is not always possible. It is a significant amount of time and we sometimes struggle to fill all the volunteers slots and this coming year we face the challenge of our Chairman stepping down along with one of the Trustees which will leave us with only 2 volunteer Trustees, the minimum number at which BHVC can function.

Of course, we don't only have volunteers in the Centre, they support our Street Stalls, lead our Town Trails and Bank Holiday walks as well as acting as backstops and providing tea for the weary walkers. We run 3 - 4 events each year when we bring our volunteers together to share ideas and hear their views but mainly to socialise and get to know each other. The annual Summer Tea Party being a highlight.

Bampton has many opportunities for people to volunteer and we are grateful to those that choose to volunteer with BHVC.



## **PUBLICITY AND SOCIAL MEDIA – Marian Girling**

2025 was certainly another busy year for us at Bampton Heritage Centre, with so many events to plan and, of course, they all needed promoting.

We started the year off with several visits from Bampton Primary School, where we organised sessions on the local history for them as well as our exciting Church Quiz Trail. It was great fun for the children and for us.

We ran our Quiz night again in May and again, it was a great success. It was well attended with a great atmosphere. Everyone had great time and really enjoyed our Ploughman's supper and bar too. This is a great fund raiser for us too.

We did lots of walks in 2024 everything from our popular Town Trails, Bank Holiday Walks and this year we took part in the inaugural Mid Devon Walking Festival. We were pleased to be able to launch the Walking Festival and our walkers were seen off by invited guests. In total we ran 5 walks of various lengths over the fortnight and had visitors come from all over Mid Devon to take part.

In the autumn we held another Heritage Open Days event this time taking their Maps, Routes and Connections theme. We held a fantastic exhibition in the Heritage Centre organised and presented by one of our Volunteers, Andy Macdonald. Everyone who came was very impressed by it and spent ages looking at everything; in fact, several commented that they had only intended to pop in for ten minutes but ended up staying for over an hour!

We finished the year with our Twixtmas Walks, one long walk and one Town Trail. We had people come all the way from Wiveliscombe for our Town Trail and they let us know that they had found it a "fascinating, informative and companionable" event.

All these events require lots of publicity and we make use of local publications, notice boards in Bampton and further afield and, of course, social media.

We continue to go from strength to strength on our Social Media platforms, especially with Facebook. We now have 998 Followers on Facebook and 356 followers on Instagram. We have people as far away as New Zealand, Canada, Bahamas and Sweden following us.

Social media is a great way for us to promote the Heritage Centre and a great tool to promote our events to specific interest groups.

We look forward to another year which has some interesting new events as well as some favourites.

## **A TRUSTEE'S PERSONAL VIEW by Phil Venn**

I've really enjoyed my experience as a trustee, and having recently retired, it has provided me with a new interest.

As a 'local' being born and bred in Bampton, I have met many people from the past, and resurrected friendships as a result. Talking over 'old' times has certainly kept the mind sharp.

The recording memories interviews with Gail, were enthralling, and the people we interviewed had great and accurate recollections of Bampton in the past.

The ongoing plans we have in place for 2025, is something to look forward to, a busy time ahead awaits!

## **SECRETARY AND DIGITAL ARHIVE by Chris Price**

Having picked up the secretary role for BHVC in January 2023, I've managed to improve the way in which we manage the documentation and systems that help us operate. We now are able to provide access to relevant documentation to the Trustees, Volunteers and people external to BHVC and be sure we know what needs to be reviewed and updated. We share BHVC documentation online with Trustees, and via the Bampton Website for Volunteers and the public.

We have a number of mandatory policies that we need to maintain to preserve our status as a CIC. These are mostly available to anybody outside of the charity upon request. This of course may not be that exciting, but they are essential to the operations of BHVC.

In 2024 have introduced software to BHVC that has been obtained free of charge through Microsoft's Not-for-Profit scheme. We have 10 Microsoft 365 licenses – these provide all the Trustees with significant online storage that can be shared and together with a host of tools to allow us to manage it, including standard Microsoft Office tools (Word, Excel, PowerPoint etc.) and Zoom for online meetings without the normal restrictions that we'd face without the licences.

In 2024 we introduced a risk management process. Through regular quarterly reviews we consider any new and existing risks that the charity may be exposed to and agree and follow through on action plans to mitigate the most significant risks. This activity helps ensure that we have a successful, financially viable charity that offers the best for Bampton.

Towards the end of 2023 we did a lot of work to pull together a Collection Database that built on the excellent work our late colleague Ken Mills did for us as Curator. The Collection Database helps us to track and maintain our collection of artefacts and digital records online and be able to find them more easily. This activity has progressed significantly through 2024 and with help of a number of digital archive volunteers we are cataloguing and digitizing more of our collection, thereby making it easier to search and find information more quickly. There is much more we can do here and there's no doubt the digitization work will continue in 2025 and beyond.

Our growing collection is of immense importance. We have made considerable progress on the format and operation of our digital archive. Work will continue, with the help of the digital archive volunteers. This new archive will contribute to the conservation of the collection and improve access for all.

## **GOVERNANCE OF THE CHARITY by Judi Thomas**

The Charity is governed by five Trustees who set the strategy for the Centre, run it on a day-to-day basis, coordinate volunteer recruitment and training and ensure financial stability. We have a standard Charity Commission constitution and submit accounts and reports to the Commission each year.

We maintain a framework of underpinning governance which includes safe and robust systems and processes. These ensure accountability, scrutiny, compliance and due diligence covering the activities of everyone within BHVC.

The Trustees meet on a regular basis to deal with substantial business. All volunteers are invited to join the meeting. Agenda and papers are available in advance in the volunteers' secure area of the website. Also, following each meeting the minutes showing decisions from the meeting and other relevant information are available.

The AGM took place on the 25<sup>th</sup> March 2024 and confirmed the following 5 Trustees

- Judi Thomas
- Rachel Macdonald
- Ken Mills
- Marian Girling
- Phil Venn