# RAYLEIGH TOWN MUSEUM

England & Wales · Charity number 1159405

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | CIO |
| **Registered** | 2014-11-28 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Rayleigh Town Museum<br>1st Floor<br>91 High Street<br>Rayleigh |
| **Phone** | 01268773535 |
| **Email** | chairoftrustees@rayleightownmuseum.co.uk |
| **Website** | www.rayleightownmuseum.co.uk |

## Activities

**Objects:** TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC IN THE HISTORY AND HERITAGE OF RAYLEIGH AND THE SURROUNDING AREA, IN PARTICULAR BUT NOT EXCLUSIVELY BY THE PROVISION OF A MUSEUM AND RELATED EDUCATIONAL FACILITIES AND SERVICES.

**Activities:** The Rayleigh Town Museum will showcase our town's rich and varied heritage and will be open 4 days a week (Wed/Fri/Sat/Sun) from 10am till 4pm all year. Admission will be free.We will have a range of displays, regularly rotated, exhibits, and a lecture theatre for films and presentations, for both education and leisure.There will be special exhibitions and events throughout the year.

## Classification

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

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## Geography

- Essex

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-06-30 | £45,289 | £43,808 | - | - |
| 2024-06-30 | £41,814 | £39,469 | - | - |
| 2023-06-30 | £37,188 | £40,016 | - | - |
| 2022-06-30 | £38,645 | £42,722 | - | - |
| 2021-06-30 | £66,182 | £40,693 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Ann Jolly | | 2017-04-10 |
| Edward Dray | | 2021-06-23 |
| JOSEPH ALAN BUXTON | | 2021-06-23 |
| LINDA DAVISON | | 2020-03-18 |
| MICHAEL FRANCIS DAVIES | | 2014-11-28 |
| SUSAN PATRICIA KEYS-SMITH | | 2014-11-28 |
| Terry Jobson | | 2017-04-10 |
| VIVIEN MARTIN-IRVINE | | 2014-11-28 |
| William Alan Clark | | 2018-11-21 |

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**RAYLEIGH TOWN MUSEUM**

England & Wales - Charity number 1159405

# Accounts

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND
# UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2025
# FOR
# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2025**


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# Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|---|---|---|---|---|---|---|---|
| | 01 | July | 2024 | | 30 | June | 2025 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** **SS6 7EJ** |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | | |
| 8 | Mrs L Davison | | | |
| 9 | Mr J.A Buxton | | | |
| 10 | Mr B. Bowdler | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

| |
|---|
| Mr M F Davies – Chair of Management Team |

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Governance since 2021 |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available. These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East

**Organisational Structure:**

Trustees.

Management Team

Sub-Committee/Team Structure including:

- Buildings Maintenance Team
- Volunteer Team
- Development Accessioning Acquisitions Team
- Events/School Liaison Team
- Finance Sub-Committee
- Friends/Membership Team
- Commercial Hire Marketing PR Team
- Information Commissioner /GDPR Lead
- Research Team
- Retail Team
- IT Team

**Risk Management**
The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A number of Policies and Procedures constantly reviewed especially in relation to financial considerations following the pandemic of 2020/21/22. It is necessary to continue to carry out Risk Assessments because of our commitment to build in resilience and sustainability.. Our commitment to our accreditation work is important to create a culture of review and renew to a number of the policies and procedures to move forward. The Risk Assessment was reviewed in November 2024.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**
The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. These provisions are constantly reviewed and we were pleased to receive agreement from the work carried out to ensure that we have become Dementia Friendly location. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.
Visitor numbers now exceed 46,000+ since opening in 2016 a significant number for a small independent town museum.
We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.
We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.
We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.
A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.
We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.
In addition a growing element of the Museums events also include the Heritage Walks that are held on a regular basis both for local community groups as well as visitors to the town. Some of our volunteers regularly

carry out visits to sheltered accommodation and historical societies delivering presentations and historical stories to those groups.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are continuing to work towards 'Accreditation' status with the Collections Trust. This process is in its final year and having signed up to the Grantium system we are now uploading several policies including organisational structure along with a Forward Plan, Care and Conservation Policy and procedures. There are several volunteers who have led and continue to process our application in this area. My thanks to them for their work.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special Teams, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.

All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Friday and Saturday every week. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events like the Rayleigh Trinity Fair and the Rayleigh Town Christmas Lights Switch on.

On-going funding is provided by our flourishing 'Friends' Group, which has currently 500 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale. We have also received a number of bequests from supporters who have passed.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have in place to continue offering a safe environment for our visitors and volunteers alike.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Our volunteers have continued to show the commitment to the Museum and its presence in the Town and they have worked hard to continue to prepare plans, procedures and preparations should we return to the previous difficult period similar to the pandemic. You can never rule out the possibility of another catastrophic event that would affect the ability, desire or commitment to our volunteer run Museum. That is why I congratulate all of the volunteers both long and short term individuals who have put their hearts and souls into providing a substantial community facility celebrating the past and the future of an ever growing town like Rayleigh. It seems a long time since the pandemic but recovery has been a long and hard task that our volunteers have stuck with. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through our dedicated volunteer Finance team we have been able to manage the budget to their credit with determination and good management outcomes. I reiterate this year the Finance Team who deserve a thorough 'pat on the back' for the management of high cost of living including energy cost issues that have affected our funding. They are always looking to save a penny here and a penny there much to their credit.

The Rayleigh Castle Timbers exhibition has this year drawn a number of visitors. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex.

This year saw the 9th Anniversary of our opening as a museum and we had the pleasure of welcoming the High Sheriff of Essex Julie Fosh her second term following 2020 -21 which was severely impacted by the pandemic. It was an honour to welcome her with other distinguished guests.

We are approaching the final leg of the accreditation project which it is hoped will be a success as it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

We welcome a new Trustee Mr Barrie Bowdler who has already, in addition to being a trustee, volunteers as part of the IT team working

through the introduction of a new computer system .

It is necessary to ensure the museum moves forward with the introduction of elements of technology to bring us up to date highlighting the growing use of audio visual equipment. We must also review the use and growing challenges of AI (artificial intelligence) and any impact this could have as an advantage or a disadvantage.

Funding for the Museum is a growing concern in times of 'cost of living' pressures and the principles we operate to is that we will be free at the point of source. This is becoming more difficult and the need to change how we look at things and how we manage issues will always be a pressure we have to address.

But the overriding principles we have of Good Financial Management and Excellent Volunteers will take us to a better future.

**In summary as I said last year for a small museum totally operated by an excellent and dedicated group of volunteers again 2024 – 2025 has been our greatest challenge and achievement. We hope that we will achieve the final phase of the accreditation process which will give the Rayleigh Town Museum the recognition for the hard work the volunteers carry out week in and week out.**

**I personally thank all volunteers for their hard work and dedication which is a credit to the town of Rayleigh.**

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Finance Reserves Policy<br>As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover to ensure we have a minimum of 6 months operating costs covered. |
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.
  Bequests
  Events

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

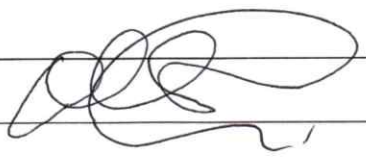
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of previous years. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

**Date** 3rd September 2025

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2025**

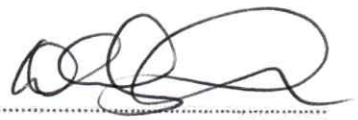
| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2024 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 29974 | 2070 | 32044 | 30702 |
| Activities for generating funds | 2 | 13245 | 0 | 13245 | 11112 |
| **Total Incoming Resources** | | 43219 | 2070 | 45289 | 41814 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3857 | 0 | 3857 | 3664 |
| Charitable Activities | | 37881 | 2070 | 39951 | 35805 |
| **Total resources expended** | | 41738 | 2070 | 43808 | 39469 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | 1481 | 0 | 1481 | 2345 |
| Gross transfers between funds | 6 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) resources | | 1481 | 0 | 1481 | 2345 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 109067 | 8773 | 117840 | 115495 |
| **TOTAL FUNDS CARRIED FORWARD** | | 110548 | 8773 | 119321 | 117840 |

**RAYLEIGH TOWN MUSEUM**

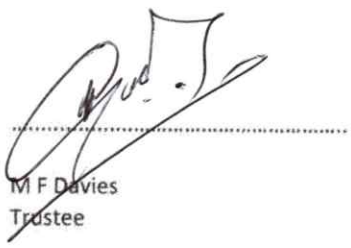
**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2025**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2024 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 67417 | 0 | 67417 | 70496 |
| Heritage Assets | 5 | 4589 | 0 | 4589 | 4589 |
| | | 72006 | | 72006 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 12638 | 0 | 12638 | 12198 |
| Cash in Contingency | | 5966 | 0 | 5966 | 5680 |
| Reserve Fund Policy Target Minimum | | 25010 | 0 | 25010 | 25010 |
| Cash in Hand | | 33 | 0 | 33 | 43 |
| **NET CURRENT ASSETS** | | 43647 | 0 | 43647 | 42931 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 115653 | 0 | 115653 | 118016 |
| **TOTAL NET ASSETS** | | 115653 | 0 | 115653 | 118016 |

The financial statements were approved by the Board of Trustees on 3rd September 2025 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



M F Davies
Trustee

## NOTES TO THE FINANCIAL STATEMENTS
## YEAR ENDED 30 JUNE 2025

### 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

### 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2025 | Year ended 30 June 2024 |
|---|---|---|
| Fundraising events | 6116 | 5057 |
| Retail income | 3394 | 2976 |
| Sponsorships | 3300 | 2690 |
| | 12810 | 10723 |

### 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2025

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2025**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2024 | 42372 | 25045 | 3079 | 70496 |
| Disposals | | | -3079 | |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 0 | 67417 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2025 | 42372 | 25045 | 0 | 67417 |
| At 30 June 2024 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2024 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2025 | 4589 |
| At 30 June 2024 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2024 | Net movement in funds | Transfers between Funds | At 30 June 2025 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 107967 | 1481 | 0 | 109448 |
| **Restricted funds** | | | | |
| | 9873 | 0 | 0 | 9873 |
| | 117840 | 1481 | _ | 119321 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 45289 | -43808 | 1481 |
| **Restricted funds** | | | |
| | 0 | 0 | 0 |
| | 45289 | -43808 | 1481 |

## 7 VOLUNTARY INCOME

The total figure of £29974 includes the following Grant:

Rayleigh Town Council £15500 (rent payments)

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2025**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2025 | Year ended 30 June 2024 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 29974 | 30702 |
| Grants | 2070 | 0 |
| **Activities for generating income** | | |
| Fundraising events | 6116 | 5057 |
| Retail income | 3394 | 2976 |
| Sponsorships | 3300 | 2690 |
| **Ineterst Received** | 435 | 389 |
| **Total receipts** | **45289** | **41814** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 2307 | 1876 |
| Cost of outings and events | 1550 | 1788 |
| **Support Costs** | | |
| Purchases | 388 | 134 |
| Care and Conservation | 116 | 0 |
| Rent and rates | 21144 | 20852 |
| Insurance | 2570 | 2296 |
| Light and heat | 2518 | 3743 |
| Telephone | 739 | 717 |
| Equipment | 2089 | 0 |
| Printing, postage and stationery | 2739 | 2454 |
| Advertising and Promotional Costs | 1482 | 377 |
| Sundries | – | – |
| Volunteer travel and expenses | 245 | 276 |
| Computer expenses | – | – |
| Renewals and repairs | 1785 | 2848 |
| Cleaning | 199 | 291 |
| Other Administration costs | 12 | 95 |
| Computer Expenses | 2436 | – |
| Subscriptions | 609 | 736 |
| Credit Card Charges | 30 | 16 |
| Professional fees | – | – |
| Accountancy fees | 800 | 750 |
| Sundry Expenses | 50 | 220 |
| **Total Payments** | 43808 | 39469 |
| **NET INCOME** | **1481** | **2345** |

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND
# UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2025
# FOR
# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

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# Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|---|---|---|---|---|---|---|---|
| | 01 | July | 2024 | | 30 | June | 2025 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** **SS6 7EJ** |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | | |
| 8 | Mrs L Davison | | | |
| 9 | Mr J.A Buxton | | | |
| 10 | Mr B. Bowdler | | | |
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

| |
|---|
| Mr M F Davies – Chair of Management Team |

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Governance since 2021 |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available. These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East

**Organisational Structure:**

Trustees.

Management Team

Sub-Committee/Team Structure including:

- Buildings Maintenance Team
- Volunteer Team
- Development Accessioning Acquisitions Team
- Events/School Liaison Team
- Finance Sub-Committee
- Friends/Membership Team
- Commercial Hire Marketing PR Team
- Information Commissioner /GDPR Lead
- Research Team
- Retail Team
- IT Team

**Risk Management**
The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A number of Policies and Procedures constantly reviewed especially in relation to financial considerations following the pandemic of 2020/21/22. It is necessary to continue to carry out Risk Assessments because of our commitment to build in resilience and sustainability.. Our commitment to our accreditation work is important to create a culture of review and renew to a number of the policies and procedures to move forward. The Risk Assessment was reviewed in November 2024.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**
The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. These provisions are constantly reviewed and we were pleased to receive agreement from the work carried out to ensure that we have become Dementia Friendly location. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.
Visitor numbers now exceed 46,000+ since opening in 2016 a significant number for a small independent town museum.
We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.
We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.
We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.
A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.
We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.
In addition a growing element of the Museums events also include the Heritage Walks that are held on a regular basis both for local community groups as well as visitors to the town. Some of our volunteers regularly

carry out visits to sheltered accommodation and historical societies delivering presentations and historical stories to those groups.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are continuing to work towards 'Accreditation' status with the Collections Trust. This process is in its final year and having signed up to the Grantium system we are now uploading several policies including organisational structure along with a Forward Plan, Care and Conservation Policy and procedures. There are several volunteers who have led and continue to process our application in this area. My thanks to them for their work.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special Teams, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.

All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Friday and Saturday every week. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events like the Rayleigh Trinity Fair and the Rayleigh Town Christmas Lights Switch on.

On-going funding is provided by our flourishing 'Friends' Group, which has currently 500 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale. We have also received a number of bequests from supporters who have passed.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have in place to continue offering a safe environment for our visitors and volunteers alike.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Our volunteers have continued to show the commitment to the Museum and its presence in the Town and they have worked hard to continue to prepare plans, procedures and preparations should we return to the previous difficult period similar to the pandemic. You can never rule out the possibility of another catastrophic event that would affect the ability, desire or commitment to our volunteer run Museum. That is why I congratulate all of the volunteers both long and short term individuals who have put their hearts and souls into providing a substantial community facility celebrating the past and the future of an ever growing town like Rayleigh. It seems a long time since the pandemic but recovery has been a long and hard task that our volunteers have stuck with. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through our dedicated volunteer Finance team we have been able to manage the budget to their credit with determination and good management outcomes. I reiterate this year the Finance Team who deserve a thorough 'pat on the back' for the management of high cost of living including energy cost issues that have affected our funding. They are always looking to save a penny here and a penny there much to their credit.

The Rayleigh Castle Timbers exhibition has this year drawn a number of visitors. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex.

This year saw the 9th Anniversary of our opening as a museum and we had the pleasure of welcoming the High Sheriff of Essex Julie Fosh her second term following 2020 -21 which was severely impacted by the pandemic. It was an honour to welcome her with other distinguished guests.

We are approaching the final leg of the accreditation project which it is hoped will be a success as it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

We welcome a new Trustee Mr Barrie Bowdler who has already, in addition to being a trustee, volunteers as part of the IT team working

through the introduction of a new computer system .

It is necessary to ensure the museum moves forward with the introduction of elements of technology to bring us up to date highlighting the growing use of audio visual equipment. We must also review the use and growing challenges of AI (artificial intelligence) and any impact this could have as an advantage or a disadvantage.

Funding for the Museum is a growing concern in times of 'cost of living' pressures and the principles we operate to is that we will be free at the point of source. This is becoming more difficult and the need to change how we look at things and how we manage issues will always be a pressure we have to address.

But the overriding principles we have of Good Financial Management and Excellent Volunteers will take us to a better future.

**In summary as I said last year for a small museum totally operated by an excellent and dedicated group of volunteers again 2024 – 2025 has been our greatest challenge and achievement. We hope that we will achieve the final phase of the accreditation process which will give the Rayleigh Town Museum the recognition for the hard work the volunteers carry out week in and week out.**

**I personally thank all volunteers for their hard work and dedication which is a credit to the town of Rayleigh.**

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Finance Reserves Policy<br>As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover to ensure we have a minimum of 6 months operating costs covered. |
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.
  Bequests
  Events

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

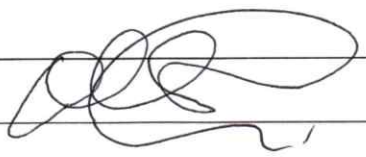
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of previous years. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

**Date** 3rd September 2025

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2025**

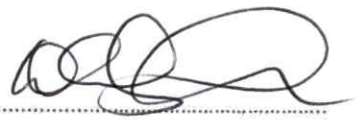
| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2024 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 29974 | 2070 | 32044 | 30702 |
| Activities for generating funds | 2 | 13245 | 0 | 13245 | 11112 |
| **Total Incoming Resources** | | 43219 | 2070 | 45289 | 41814 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3857 | 0 | 3857 | 3664 |
| Charitable Activities | | 37881 | 2070 | 39951 | 35805 |
| **Total resources expended** | | 41738 | 2070 | 43808 | 39469 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | 1481 | 0 | 1481 | 2345 |
| Gross transfers between funds | 6 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) resources | | 1481 | 0 | 1481 | 2345 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 109067 | 8773 | 117840 | 115495 |
| **TOTAL FUNDS CARRIED FORWARD** | | 110548 | 8773 | 119321 | 117840 |

**RAYLEIGH TOWN MUSEUM**

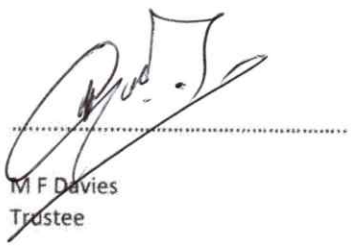
**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2025**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2024 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 67417 | 0 | 67417 | 70496 |
| Heritage Assets | 5 | 4589 | 0 | 4589 | 4589 |
| | | 72006 | | 72006 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 12638 | 0 | 12638 | 12198 |
| Cash in Contingency | | 5966 | 0 | 5966 | 5680 |
| Reserve Fund Policy Target Minimum | | 25010 | 0 | 25010 | 25010 |
| Cash in Hand | | 33 | 0 | 33 | 43 |
| **NET CURRENT ASSETS** | | 43647 | 0 | 43647 | 42931 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 115653 | 0 | 115653 | 118016 |
| **TOTAL NET ASSETS** | | 115653 | 0 | 115653 | 118016 |

The financial statements were approved by the Board of Trustees on 3rd September 2025 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



M F Davies
Trustee

## NOTES TO THE FINANCIAL STATEMENTS
## YEAR ENDED 30 JUNE 2025

### 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

### 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2025 | Year ended 30 June 2024 |
|---|---|---|
| Fundraising events | 6116 | 5057 |
| Retail income | 3394 | 2976 |
| Sponsorships | 3300 | 2690 |
| | 12810 | 10723 |

### 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2025

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2025**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2024 | 42372 | 25045 | 3079 | 70496 |
| Disposals | | | -3079 | |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 0 | 67417 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2025 | 42372 | 25045 | 0 | 67417 |
| At 30 June 2024 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2024 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2025 | 4589 |
| At 30 June 2024 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2024 | Net movement in funds | Transfers between Funds | At 30 June 2025 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 107967 | 1481 | 0 | 109448 |
| **Restricted funds** | | | | |
| | 9873 | 0 | 0 | 9873 |
| | 117840 | 1481 | _ | 119321 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 45289 | -43808 | 1481 |
| **Restricted funds** | | | |
| | 0 | 0 | 0 |
| | 45289 | -43808 | 1481 |

## 7 VOLUNTARY INCOME

The total figure of £29974 includes the following Grant:

Rayleigh Town Council £15500 (rent payments)

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2025**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2025 | Year ended 30 June 2024 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 29974 | 30702 |
| Grants | 2070 | 0 |
| **Activities for generating income** | | |
| Fundraising events | 6116 | 5057 |
| Retail income | 3394 | 2976 |
| Sponsorships | 3300 | 2690 |
| **Ineterst Received** | 435 | 389 |
| **Total receipts** | **45289** | **41814** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 2307 | 1876 |
| Cost of outings and events | 1550 | 1788 |
| **Support Costs** | | |
| Purchases | 388 | 134 |
| Care and Conservation | 116 | 0 |
| Rent and rates | 21144 | 20852 |
| Insurance | 2570 | 2296 |
| Light and heat | 2518 | 3743 |
| Telephone | 739 | 717 |
| Equipment | 2089 | 0 |
| Printing, postage and stationery | 2739 | 2454 |
| Advertising and Promotional Costs | 1482 | 377 |
| Sundries | – | – |
| Volunteer travel and expenses | 245 | 276 |
| Computer expenses | – | – |
| Renewals and repairs | 1785 | 2848 |
| Cleaning | 199 | 291 |
| Other Administration costs | 12 | 95 |
| Computer Expenses | 2436 | – |
| Subscriptions | 609 | 736 |
| Credit Card Charges | 30 | 16 |
| Professional fees | – | – |
| Accountancy fees | 800 | 750 |
| Sundry Expenses | 50 | 220 |
| **Total Payments** | 43808 | 39469 |
| **NET INCOME** | **1481** | **2345** |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees** | Rayleigh Town Museum | | |
| **On accounts for the year ended** | 30 June 2025 | **Charity no (if any)** | 1159405 |
| **Set out on pages** | | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2025.

**Responsibilities and basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete* [ ] *if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

| | | | |
|---|---|---|---|
| **Signed:** | | **Date:** | 22/08/2025 |
| **Name:** | Jacqueline Wallis | | |
| **Relevant professional qualification(s) or body** | Retired Accounts Officer and Bookkeeper | | |

| | |
|---|---|
| **(if any):** | |
| **Address:** | Flat 5, 1 Sandleigh Road, |
| | Leigh-on-Sea |
| | Essex SS9 1JT |

## Section B Disclosure

Only complete if the examiner needs to highlight material 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.** | |

**RAYLEIGH TOWN MUSEUM**

England & Wales - Charity number 1159405

# Accounts

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND
# UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2024
# FOR
# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2024**


| | Page |
|---|---|
| Report of the Trustees | 1-8 |
| Statement of Financial Activities | 9 |
| Statement of Assets and Liabilities | 10 |
| Note to the Financial Statements | 11 |
| Detailed Statement of Financial Activities | 12 |

# Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|---|---|---|---|---|---|---|---|
| | 01 | July | 2023 | | 30 | June | 2024 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | | |
| 8 | Mrs L Davison | | | |
| 9 | Mr J.A Buxton | | | |
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr M F Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available.
These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Museum Development South East

**Organisational Structure:**

Trustees.

Management Team

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends/Coach Support Group
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A number of Policies and Procedures constantly reviewed especially in relation to financial consideration's following the pandemic of 2020/21/22. It is necessary to continue to carry out Risk Assessments because of our commitment to build in resilience and sustainability. Our commitment to our accreditation work is important to create a culture of review and renew to a number of the policies and procedures to move forward.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

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The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. These provisions are constantly reviewed and we were pleased to receive agreement from the work carried out to ensure that we have become Dementia Friendly location. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.
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In addition a growing element of the Museums events also include the Heritage Walks that are held on a regular basis both for local community groups as well as visitors to the town. Some of our volunteers regularly carry out visits to sheltered accommodation and historical societies delivering presentations and historical stories to those groups.

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You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
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The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

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Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

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**Summary of the main achievements of the charity during the year**

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have in place to continue offering a safe environment for our visitors and volunteers alike.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report. However, before I begin I have to remember this year that we lost a great supporter of the museum, David Pymer. He was previously a Vice Chair of Trustees and a Trustee until he passed away this year. He will always be remembered for the dedicated work he put in right from the inception of the Rayleigh Town Museum itself in 2015 prior and following the opening in April 2016.

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We were pleased to welcome back to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

After a two year negotiation with the National Trust and Southend Museum we have been able to create within the museum the Rayleigh Castle Timbers. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex

With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

We will always require Funding for the Museum as the principles we operate to is that we will be free at the point of source.

The Oxford English Dictionary defines a Volunteer **as " a person who freely offers to take part in an enterprise or undertake a task"** I think this phrase undermines and misses a few words **'dedicated' 'selfless' 'committed' and it is with this in mind that I personally thank all the volunteers at Rayleigh Town Museum as well as the unsung families of volunteers who give their time also supporting from the background.**

**In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.**

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Finance Reserves Policy<br>As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover to ensure we have a minimum of 6 months operating costs covered. |
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.
  Bequests

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of previous years. I look forward to taking the museum into the future maintaining and providing our community with the history of Rayleigh as a town of significant importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark | |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

| | |
|---|---|
| **Date** | 4th September 2024 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2024**

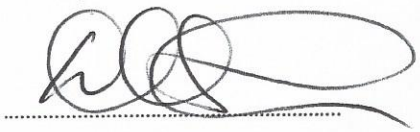
| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2023 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 30702 | 0 | 30702 | 26737 |
| Activities for generating funds | 2 | 11112 | 0 | 11112 | 10451 |
| **Total Incoming Resources** | | 41814 | 0 | 41814 | 37188 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3664 | 0 | 3664 | 3249 |
| Charitable Activities | | 35805 | 0 | 35805 | 36767 |
| **Total resources expended** | | 39469 | 0 | 39469 | 40016 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | 2345 | 0 | 2345 | -2828 |
| Gross transfers between funds | 6 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) resources | | 2345 | 0 | 2345 | -2828 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 106722 | 8773 | 115495 | 118323 |
| **TOTAL FUNDS CARRIED FORWARD** | | 109067 | 8773 | 117840 | 115495 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2024**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2023 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | 0 | 70496 | 70496 |
| Heritage Assets | 5 | 4589 | 0 | 4589 | 4589 |
| | | 75085 | | 75085 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 12198 | 0 | 12198 | 15144 |
| Cash in Contingency | | 5680 | 0 | 5680 | 4524 |
| Reserve Fund Policy Target Minimum | | 25010 | 0 | 25010 | 22010 |
| Cash in Hand | | 43 | 0 | 43 | 16 |
| **NET CURRENT ASSETS** | | 42931 | 0 | 42931 | 41694 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 118016 | 0 | 118016 | 116779 |
| **TOTAL NET ASSETS** | | 118016 | 0 | 118016 | 116779 |

The financial statements were approved by the Board of Trustees on 4th September 2024 and were signed on its behalf by:



W A Clark
Chairman of the Trustees

Linda Davison
Trustee

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2024**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2023 | 42372 | 25045 | 3079 | 70496 |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2024 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2023 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2023 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2024 | 4589 |
| At 30 June 2023 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2023 | Net movement in funds | Transfers between Funds | At 30 June 2024 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 106722 | 1245 | 0 | 107967 |
| **Restricted funds** | | | | |
| | 8773 | 1100 | 0 | 9873 |
| | 115495 | 2345 | - | 117840 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 40714 | -39469 | 1245 |
| **Restricted funds** | | | |
| David Pymer Legacy | 1100 | 0 | 1100 |
| | 41814 | -39469 | 2345 |

## 7 VOLUNTARY INCOME

The total figure of £30702 includes the following Grant:

Rayleigh Town Council £14405 (rent payments)

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2024**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2024 | Year ended 30 June 2023 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 30702 | 26009 |
| Grants | 0 | 728 |
| **Activities for generating income** | | |
| Fundraising events | 5057 | 5419 |
| Retail income | 2976 | 2337 |
| Sponsorships | 2690 | 2695 |
| **Ineterst Received** | 389 | |
| **Total receipts** | **41814** | **37188** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 1876 | 1847 |
| Cost of outings and events | 1788 | 1401 |
| **Support Costs** | | |
| Purchases | 134 | 551 |
| Rent and rates | 20852 | 20307 |
| Insurance | 2296 | 2147 |
| Light and heat | 3743 | 5300 |
| Telephone | 717 | 698 |
| Equipment | 0 | 329 |
| Printing, postage and stationery | 2454 | 3072 |
| Advertising | 377 | 728 |
| Sundries | – | 220 |
| Travel expenses | – | – |
| Volunteer travel and expenses | 276 | 488 |
| Computer expenses | – | – |
| Renewals and repairs | 2848 | 1534 |
| Cleaning | 291 | 280 |
| Other Administration costs | 95 | 166 |
| Computer Expenses | – | – |
| Subscriptions | 736 | 237 |
| Credit Card Charges | 16 | 11 |
| Professional fees | – | – |
| Accountancy fees | 750 | 700 |
| Sundry Expenses | 220 | – |
| **Total Payments** | 39469 | 40016 |
| **NET INCOME** | **2345** | **-2828** |

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND
# UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2024
# FOR
# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2024**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| Statement of Assets and Liabilities | 10 |
| Note to the Financial Statements | 11 |
| Detailed Statement of Financial Activities | 12 |

# Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|---|---|---|---|---|---|---|---|
| | 01 | July | 2023 | | 30 | June | 2024 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | | |
| 8 | Mrs L Davison | | | |
| 9 | Mr J.A Buxton | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr M F Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available.
These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Museum Development South East

**Organisational Structure:**

Trustees.

Management Team

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends/Coach Support Group
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A number of Policies and Procedures constantly reviewed especially in relation to financial consideration's following the pandemic of 2020/21/22. It is necessary to continue to carry out Risk Assessments because of our commitment to build in resilience and sustainability. Our commitment to our accreditation work is important to create a culture of review and renew to a number of the policies and procedures to move forward.

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Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

We will always require Funding for the Museum as the principles we operate to is that we will be free at the point of source.

The Oxford English Dictionary defines a Volunteer **as " a person who freely offers to take part in an enterprise or undertake a task"** I think this phrase undermines and misses a few words **'dedicated' 'selfless' 'committed' and it is with this in mind that I personally thank all the volunteers at Rayleigh Town Museum as well as the unsung families of volunteers who give their time also supporting from the background.**

**In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.**

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Finance Reserves Policy<br>As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover to ensure we have a minimum of 6 months operating costs covered. |
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.
  Bequests

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of previous years. I look forward to taking the museum into the future maintaining and providing our community with the history of Rayleigh as a town of significant importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark | |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

| | |
|---|---|
| **Date** | 4th September 2024 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2024**

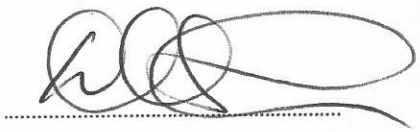
| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2023 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 30702 | 0 | 30702 | 26737 |
| Activities for generating funds | 2 | 11112 | 0 | 11112 | 10451 |
| **Total Incoming Resources** | | 41814 | 0 | 41814 | 37188 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3664 | 0 | 3664 | 3249 |
| Charitable Activities | | 35805 | 0 | 35805 | 36767 |
| **Total resources expended** | | 39469 | 0 | 39469 | 40016 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | 2345 | 0 | 2345 | -2828 |
| Gross transfers between funds | 6 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) resources | | 2345 | 0 | 2345 | -2828 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 106722 | 8773 | 115495 | 118323 |
| **TOTAL FUNDS CARRIED FORWARD** | | 109067 | 8773 | 117840 | 115495 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2024**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2023 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | 0 | 70496 | 70496 |
| Heritage Assets | 5 | 4589 | 0 | 4589 | 4589 |
| | | 75085 | | 75085 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 12198 | 0 | 12198 | 15144 |
| Cash in Contingency | | 5680 | 0 | 5680 | 4524 |
| Reserve Fund Policy Target Minimum | | 25010 | 0 | 25010 | 22010 |
| Cash in Hand | | 43 | 0 | 43 | 16 |
| **NET CURRENT ASSETS** | | 42931 | 0 | 42931 | 41694 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 118016 | 0 | 118016 | 116779 |
| **TOTAL NET ASSETS** | | 118016 | 0 | 118016 | 116779 |

The financial statements were approved by the Board of Trustees on 4th September 2024 and were signed on its behalf by:



W A Clark
Chairman of the Trustees

Linda Davison
Trustee

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2024**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2023 | 42372 | 25045 | 3079 | 70496 |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2024 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2023 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2023 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2024 | 4589 |
| At 30 June 2023 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2023 | Net movement in funds | Transfers between Funds | At 30 June 2024 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 106722 | 1245 | 0 | 107967 |
| **Restricted funds** | | | | |
| | 8773 | 1100 | 0 | 9873 |
| | 115495 | 2345 | - | 117840 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 40714 | -39469 | 1245 |
| **Restricted funds** | | | |
| David Pymer Legacy | 1100 | 0 | 1100 |
| | 41814 | -39469 | 2345 |

## 7 VOLUNTARY INCOME

The total figure of £30702 includes the following Grant:

Rayleigh Town Council £14405 (rent payments)

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2024**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2024 | Year ended 30 June 2023 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 30702 | 26009 |
| Grants | 0 | 728 |
| **Activities for generating income** | | |
| Fundraising events | 5057 | 5419 |
| Retail income | 2976 | 2337 |
| Sponsorships | 2690 | 2695 |
| **Ineterst Received** | 389 | |
| **Total receipts** | **41814** | **37188** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 1876 | 1847 |
| Cost of outings and events | 1788 | 1401 |
| **Support Costs** | | |
| Purchases | 134 | 551 |
| Rent and rates | 20852 | 20307 |
| Insurance | 2296 | 2147 |
| Light and heat | 3743 | 5300 |
| Telephone | 717 | 698 |
| Equipment | 0 | 329 |
| Printing, postage and stationery | 2454 | 3072 |
| Advertising | 377 | 728 |
| Sundries | – | 220 |
| Travel expenses | – | – |
| Volunteer travel and expenses | 276 | 488 |
| Computer expenses | – | – |
| Renewals and repairs | 2848 | 1534 |
| Cleaning | 291 | 280 |
| Other Administration costs | 95 | 166 |
| Computer Expenses | – | – |
| Subscriptions | 736 | 237 |
| Credit Card Charges | 16 | 11 |
| Professional fees | – | – |
| Accountancy fees | 750 | 700 |
| Sundry Expenses | 220 | – |
| **Total Payments** | 39469 | 40016 |
| **NET INCOME** | **2345** | **-2828** |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees**

Charity Name: Rayleigh Town Museum

**On accounts for the year ended**: 30 June 2024

**Charity no (if any)**: 1159405

**Set out on pages**: (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 DD / MM / YYYY.

**Responsibilities and basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

**Signed:** [signature] **Date:** 01/09/2024

**Name:** Jacqueline Wallis

**Relevant professional qualification(s) or body**: Retired Accounts Officer

| | |
|---|---|
| **(if any):** | |
| **Address:** | |
| | |
| | |

## Section B Disclosure

Only complete if the examiner needs to highlight material 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.** | |

**RAYLEIGH TOWN MUSEUM**

England & Wales - Charity number 1159405

# Accounts

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND
# UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2023
# FOR
# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2023**


| | Page |
|---|---|
| Report of the Trustees | 1-6 |
| Statement of Financial Activities | 7 |
| Statement of Assets and Liabilities | 8 |
| Note to the Financial Statements | 9-10 |
| Detailed Statement of Financial Activities | 11 |

# Trustees' Annual Report for the period

| | Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|---|
| From | 01 | July | 2022 | To | 30 | June | 2023 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | | |
| 8 | Mrs L Davison | | | |
| 9 | Mr A Buxton | | | |
| 10 | Mr D Pymer | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr M F Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available.
These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East
- NAVCO

**Organisational Structure:**

Trustees.

Management Team

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends/Coach Support Group
- Coach Sub-Committee
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A number of Policies and Procedures are in the process of being reviewed. This is necessary as we are into our accreditation work where a number of policies and procedures becomes a part of the process for achieving that accreditation.
.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**
The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.
Visitor numbers now exceed 38,000+ since opening in 2016 a significant number for a small independent town museum.
We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.
We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.
We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.
A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.
We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.
In addition a growing element of the Museums events also include the Heritage Walks that are held on a regular basis both for local community groups as well as visitors to the town. Some of our volunteers regularly carry out visits to sheltered accommodation and historical societies delivering presentations and historical stories to those groups. This is proving to assist in raising additional funds for the Musueum.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are working towards 'Accreditation' status with the Collections Trust.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.
A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.
All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Friday and Saturday every week. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.
On-going funding is provided by our flourishing 'Friends' Group, which has over 550 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale. We have also been received a number of bequests from supporters who have passed.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have in place to continue offering a safe environment for our visitors and volunteers alike. We continue to maintain a number of measures including sanitisation stations and availability of masks as some vulnerable individuals still require the option to have those amenities in place.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Our volunteers have continued to show the commitment to the Museum and its presence in the Town and they have worked hard to continue to prepare plans, procedures and preparations should we return to the previous difficult period of the pandemic. Without the volunteers we would not have survived the days, weeks and months when eventually we could welcome our community back into our museum. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through the Finance team have been able to manage the budget to their credit determination and good management outcomes.

We were pleased to welcome back to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

After a two year negotiation with the National Trust and Southend Museum we have been able to create within the museum the Rayleigh Castle Timbers. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex

With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

**In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.**

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Finance Reserves Policy<br>As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover to ensure we have a minimum of 6 months operating costs covered. |
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.
  Bequests

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

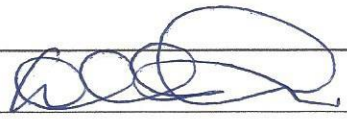
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

**Date** 29th August 2023.

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2023**

| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2022 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 26009 | 728 | 26737 | 28862 |
| Activities for generating funds | 2 | 10451 | 0 | 10451 | 9783 |
| **Total Incoming Resources** | | 36460 | 728 | 37188 | 38645 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3249 | 0 | 3249 | 3156 |
| Charitable Activities | | 36767 | 0 | 36767 | 39566 |
| **Total resources expended** | | 40016 | 0 | 40016 | 42722 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | -3556 | 728 | -2828 | -4077 |
| Gross transfers between funds | 6 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) resources | | -3556 | 728 | -2828 | -4077 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 110278 | 8045 | 118323 | 122400 |
| **TOTAL FUNDS CARRIED FORWARD** | | 106722 | 8773 | 115495 | 118323 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2023**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2022 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | 0 | 70496 | 70496 |
| Heritage Assets | 5 | 4589 | 0 | 4589 | 4589 |
| | | 75085 | | 75085 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 15144 | 0 | 15144 | 47286 |
| Cash in Contingency | | 4524 | 0 | 4524 | 29 |
| Reserve Fund Policy Target Minimum | | 22010 | | | |
| Cash in Hand | | 16 | | | |
| **NET CURRENT ASSETS** | | 41694 | 0 | 41694 | 47315 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 116779 | 0 | 116779 | 122400 |
| **TOTAL NET ASSETS** | | 116779 | 0 | 116779 | 122400 |

The financial statements were approved by the Board of Trustees on 9th August 2023 and were signed on its behalf by:

W A Clark
Chairman of the Trustees

Mike Davies
Trustee

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2023**

## 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

## 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2023 | Year ended 30 June 2022 |
|---|---|---|
| Fundraising events | 5419 | 5855 |
| Retail income | 2337 | 2180 |
| Sponsorships | 2695 | 1748 |
| | 10451 | 9783 |

## 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2023

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2023**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2022 | 42372 | 25045 | 3079 | 70496 |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2023 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2022 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2022 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2023 | 4589 |
| At 30 June 2022 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2022 | Net movement in funds | Transfers between Funds | At 30 June 2023 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 110278 | -3556 | 0 | 106722 |
| **Restricted funds** | | | | |
| Rochford District Council | 8045 | 728 | 0 | 8773 |
| | 118323 | -2828 | _ | 115495 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 36460 | -40016 | -3556 |
| **Restricted funds** | | | |
| Rochford District Council | 728 | 0 | 728 |
| | 37188 | -40016 | -2828 |

## 7 VOLUNTARY INCOME

The total figure of £26737 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Rochford District Council £728

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2023**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2023 | Year ended 30 June 2022 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 26009 | 24879 |
| Grants | 728 | 3952 |
| **Activities for generating income** | | |
| Fundraising events | 5419 | 5886 |
| Retail income | 2337 | 2180 |
| Sponsorships | 2695 | 1748 |
| **Total receipts** | **37188** | **38645** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 1847 | 976 |
| Cost of outings and events | 1401 | 2169 |
| **Support Costs** | | |
| Purchases | 551 | 1199 |
| Rent and rates | 20307 | 18903 |
| Insurance | 2147 | 2812 |
| Light and heat | 5300 | 3195 |
| Telephone | 698 | 700 |
| Equipment | 329 | 4121 |
| Printing, postage and stationery | 3072 | 2689 |
| Advertising | 728 | 1310 |
| Sundries | 220 | – |
| Travel expenses | – | – |
| Volunteer travel and expenses | 488 | 991 |
| Computer expenses | – | – |
| Renewals and repairs | 1534 | 1950 |
| Cleaning | 280 | 296 |
| Covid Related Costs - PPE and Other Equipment | 0 | 41 |
| Administration costs | 166 | 66 |
| Computer Expenses | – | – |
| Subscriptions | 237 | 643 |
| Credit Card Charges | 11 | 11 |
| Professional fees | – | – |
| Accountancy fees | 700 | 650 |
| **Total Payments** | 40016 | 42722 |
| **NET INCOME** | **-2828** | **-4077** |

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND
# UNAUDITED FINANCIAL STATEMENTS
# FOR THE YEAR ENDED 30 JUNE 2023
# FOR
# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

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**FOR THE YEAR ENDED 30 JUNE 2023**


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# Trustees' Annual Report for the period

| | Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|---|
| From | 01 | July | 2022 | To | 30 | June | 2023 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | | |
| 8 | Mrs L Davison | | | |
| 9 | Mr A Buxton | | | |
| 10 | Mr D Pymer | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr M F Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available.
These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East
- NAVCO

**Organisational Structure:**

Trustees.

Management Team

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends/Coach Support Group
- Coach Sub-Committee
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A number of Policies and Procedures are in the process of being reviewed. This is necessary as we are into our accreditation work where a number of policies and procedures becomes a part of the process for achieving that accreditation.
.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**
The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.
Visitor numbers now exceed 38,000+ since opening in 2016 a significant number for a small independent town museum.
We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.
We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.
We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.
A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.
We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.
In addition a growing element of the Museums events also include the Heritage Walks that are held on a regular basis both for local community groups as well as visitors to the town. Some of our volunteers regularly carry out visits to sheltered accommodation and historical societies delivering presentations and historical stories to those groups. This is proving to assist in raising additional funds for the Musueum.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are working towards 'Accreditation' status with the Collections Trust.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.
A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.
All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Friday and Saturday every week. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.
On-going funding is provided by our flourishing 'Friends' Group, which has over 550 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale. We have also been received a number of bequests from supporters who have passed.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have in place to continue offering a safe environment for our visitors and volunteers alike. We continue to maintain a number of measures including sanitisation stations and availability of masks as some vulnerable individuals still require the option to have those amenities in place.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Our volunteers have continued to show the commitment to the Museum and its presence in the Town and they have worked hard to continue to prepare plans, procedures and preparations should we return to the previous difficult period of the pandemic. Without the volunteers we would not have survived the days, weeks and months when eventually we could welcome our community back into our museum. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through the Finance team have been able to manage the budget to their credit determination and good management outcomes.

We were pleased to welcome back to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

After a two year negotiation with the National Trust and Southend Museum we have been able to create within the museum the Rayleigh Castle Timbers. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex

With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

**In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.**

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | Finance Reserves Policy<br>As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover to ensure we have a minimum of 6 months operating costs covered. |
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.
  Bequests

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

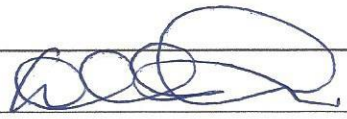
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

**Date** 29th August 2023.

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2023**

| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2022 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 26009 | 728 | 26737 | 28862 |
| Activities for generating funds | 2 | 10451 | 0 | 10451 | 9783 |
| **Total Incoming Resources** | | 36460 | 728 | 37188 | 38645 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3249 | 0 | 3249 | 3156 |
| Charitable Activities | | 36767 | 0 | 36767 | 39566 |
| **Total resources expended** | | 40016 | 0 | 40016 | 42722 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | -3556 | 728 | -2828 | -4077 |
| Gross transfers between funds | 6 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) resources | | -3556 | 728 | -2828 | -4077 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 110278 | 8045 | 118323 | 122400 |
| **TOTAL FUNDS CARRIED FORWARD** | | 106722 | 8773 | 115495 | 118323 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2023**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2022 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | 0 | 70496 | 70496 |
| Heritage Assets | 5 | 4589 | 0 | 4589 | 4589 |
| | | 75085 | | 75085 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 15144 | 0 | 15144 | 47286 |
| Cash in Contingency | | 4524 | 0 | 4524 | 29 |
| Reserve Fund Policy Target Minimum | | 22010 | | | |
| Cash in Hand | | 16 | | | |
| **NET CURRENT ASSETS** | | 41694 | 0 | 41694 | 47315 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 116779 | 0 | 116779 | 122400 |
| **TOTAL NET ASSETS** | | 116779 | 0 | 116779 | 122400 |

The financial statements were approved by the Board of Trustees on 9th August 2023 and were signed on its behalf by:

W A Clark
Chairman of the Trustees

Mike Davies
Trustee

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2023**

## 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

## 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2023 | Year ended 30 June 2022 |
|---|---|---|
| Fundraising events | 5419 | 5855 |
| Retail income | 2337 | 2180 |
| Sponsorships | 2695 | 1748 |
| | 10451 | 9783 |

## 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2023

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2023**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2022 | 42372 | 25045 | 3079 | 70496 |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2023 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2022 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2022 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2023 | 4589 |
| At 30 June 2022 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2022 | Net movement in funds | Transfers between Funds | At 30 June 2023 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 110278 | -3556 | 0 | 106722 |
| **Restricted funds** | | | | |
| Rochford District Council | 8045 | 728 | 0 | 8773 |
| | 118323 | -2828 | _ | 115495 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 36460 | -40016 | -3556 |
| **Restricted funds** | | | |
| Rochford District Council | 728 | 0 | 728 |
| | 37188 | -40016 | -2828 |

## 7 VOLUNTARY INCOME

The total figure of £26737 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Rochford District Council £728

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2023**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2023 | Year ended 30 June 2022 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 26009 | 24879 |
| Grants | 728 | 3952 |
| **Activities for generating income** | | |
| Fundraising events | 5419 | 5886 |
| Retail income | 2337 | 2180 |
| Sponsorships | 2695 | 1748 |
| **Total receipts** | **37188** | **38645** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 1847 | 976 |
| Cost of outings and events | 1401 | 2169 |
| **Support Costs** | | |
| Purchases | 551 | 1199 |
| Rent and rates | 20307 | 18903 |
| Insurance | 2147 | 2812 |
| Light and heat | 5300 | 3195 |
| Telephone | 698 | 700 |
| Equipment | 329 | 4121 |
| Printing, postage and stationery | 3072 | 2689 |
| Advertising | 728 | 1310 |
| Sundries | 220 | – |
| Travel expenses | – | – |
| Volunteer travel and expenses | 488 | 991 |
| Computer expenses | – | – |
| Renewals and repairs | 1534 | 1950 |
| Cleaning | 280 | 296 |
| Covid Related Costs - PPE and Other Equipment | 0 | 41 |
| Administration costs | 166 | 66 |
| Computer Expenses | – | – |
| Subscriptions | 237 | 643 |
| Credit Card Charges | 11 | 11 |
| Professional fees | – | – |
| Accountancy fees | 700 | 650 |
| **Total Payments** | 40016 | 42722 |
| **NET INCOME** | **-2828** | **-4077** |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees**

Charity Name: RALEIGH TOWN MUSEUM

**On accounts for the year ended**: 30 JUNE 2023

**Charity no (if any)**: 1159405

**Set out on pages**

(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 DD / MM / YYYY.

**Responsibilities and basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete* [ ] *if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

**Signed:** [signature] **Date:** 3/8/23

**Name:** JACQUELINE WALLIS

**Relevant professional qualification(s) or body** RETIRED BOOK KEEPER/ACCOUNTS OFFICER

| | |
|---|---|
| **(if any):** | |
| **Address:** | |
| | |
| | |

## Section B Disclosure

Only complete if the examiner needs to highlight material 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.** | |

**RAYLEIGH TOWN MUSEUM**

England & Wales - Charity number 1159405

# Accounts

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 JUNE 2022

# FOR

# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

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**FOR THE YEAR ENDED 30 JUNE 2022**


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# Trustees' Annual Report for the period

| | Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|---|
| From | 01 | July | 2021 | To | 30 | June | 2022 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | June 2021 | |
| 8 | Mrs M Spencer | | June 2021 | |
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| 11 | Mr D Pymer | | August 2021 | |
| 12 | | | | |
| 13 | | | | |
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr MF Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
We have a link with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free of a reduced cost and are circulated to Trustees for adoption. These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East
- NAVCO

**Organisational Structure:**

Trustees.

Management Group.

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends Support Group
- Coach Sub-Committee
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the

Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A comprehensive risk assessment has been prepared, approved and is reviewed on a regular basis.
When Covid-19 started a full review of the Risk Management of the museum was carried out for the closure and the reopening which was signed off by the Trustees and the Management Team. All volunteers were trained in the plan to ensure that when re-opening was an option it allowed for volunteers to protect their safety and the safety of their families. These plans and procedures have been retained and updated.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**

The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.

Visitor numbers now exceed 30,000+ since opening in 2016 a significant number for a small independent town museum.

We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition we continue to welcome participants from the Duke of Edinburgh's Award scheme, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.

We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.

We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.

The Museum caters fully for the less advantaged and is accessible to all via our entrance platform lift. We have a range of wheelchair facilities, disabled toilet, baby-changing facilities, an Evacuchair in case of emergencies. A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.

We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are working towards 'Accreditation' status with the Collections Trust.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

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A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.

All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Saturday every week. These hours are a gradual re-opening since the pandemic. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.

On-going funding is provided by our flourishing 'Friends' Group, which has over 566 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

Over the last year there has seen some excellent work from our volunteers to recover from the COVID – 19 pandemics. The recovery of our presence within the community has continued even though it has to been hard with a number of procedures in place to continue offering a safe environment for our visitors and volunteers alike. We continue to maintain a number of measures including sanitisation stations and availability of masks as some vulnerable individuals still require the option to have those amenities in place.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Although the lockdowns have been removed it is our volunteers that have worked hard to continue to prepare plans, procedures and preparations for the time we can re-open eventually to our pre pandemic level. The consideration of the effect of lockdown on the condition of our archives, exhibits and c1350 building that houses our collection of Rayleigh artifacts has not been easy. Without the volunteers we would not have carried out lots of our preparations for the days, weeks and months when eventually we could welcome our community back into our museum.

We were pleased to welcome to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

We had been preparing over the last year our application for eligibility to apply for accreditation. With a lot of hard work we achieved the ability for us as a museum to now be 'Working towards accreditation. With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

**In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.**

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Finance Reserves Policy
As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover.

| | |
|---|---|
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.

During this year we have also received £20,00 government funded Covid Grant.

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing the exhibits and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

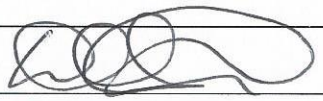
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

| | |
|---|---|
| **Date** | 1st September 2022 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2022**

| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2021 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 27577 | 1285 | 28862 | 64323 |
| Activities for generating funds | 2 | 9783 | _ | 9783 | 1859 |
| **Total Incoming Resources** | | 37360 | 1285 | 38645 | 66182 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3156 | _ | 3156 | 2212 |
| Charitable Activities | | 39566 | _ | 39566 | 38481 |
| **Total resources expended** | | 42722 | 0 | 42722 | 40693 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | -5362 | 0 | -5362 | 25489 |
| Gross transfers between funds | 6 | 0 | 1285 | _ | 0 |
| Net incoming/(outgoing) resources | | -5362 | 1285 | -4077 | 25489 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 115640 | 6760 | 122400 | 96911 |
| **TOTAL FUNDS CARRIED FORWARD** | | 110278 | 8045 | 118323 | 122400 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2022**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2021 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | _ | 70496 | 70496 |
| Heritage Assets | 5 | 4589 | _ | 4589 | 4589 |
| | | 75085 | | 75085 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 45112 | 0 | 45112 | 47286 |
| Cash in Hand | | 32 | _ | 32 | 29 |
| **NET CURRENT ASSETS** | | 45144 | 0 | 45144 | 47315 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 120229 | 0 | 120229 | 122400 |
| **TOTAL NET ASSETS** | | 120229 | 0 | 120229 | 122400 |

The financial statements were approved by the Board of Trustees on 21st September 2022 and were signed on its behalf by:

W A Clark
Chairman of the Trustees

V Irvine
Trustee

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2022

## 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

## 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2022 | Year ended 30 June 2021 |
|---|---|---|
| Fundraising events | 5855 | 1235 |
| Retail income | 2180 | 464 |
| Sponsorships | 1748 | 160 |
| | 9783 | 1859 |

## 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2022

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2022

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2021 | 42372 | 25045 | 3079 | 70496 |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2022 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2021 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2021 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2022 | 4589 |
| At 30 June 2021 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2021 | Net movement in funds | Transfers between Funds | At 30 June 2022 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 115640 | -5362 | 0 | 110278 |
| **Restricted funds** | | | | |
| Essex County Council | 6760 | 1285 | 0 | 8045 |
| | 122400 | -4077 | _ | 118323 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 37360 | -42722 | -5362 |
| **Restricted funds** | | | |
| Essex County Council | 1285 | 0 | 1285 |
| | 38645 | -42722 | -4077 |

## 7 VOLUNTARY INCOME

The total figure of £28862 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Essex County Council Covid Grant £2667

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2022**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2022 | Year ended 30 June 2021 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 24879 | 14037 |
| Grants | 3952 | 50286 |
| **Activities for generating income** | | |
| Fundraising events | 5886 | 1235 |
| Retail income | 2180 | 464 |
| Sponsorships | 1748 | 160 |
| **Total receipts** | **38645** | **66182** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 976 | 158 |
| Cost of outings and events | 2169 | 2054 |
| **Support Costs** | | |
| Purchases | 1199 | 2143 |
| Rent and rates | 18903 | 17393 |
| Insurance | 2812 | 3598 |
| Light and heat | 3195 | 2295 |
| Telephone | 700 | 715 |
| Equipment | 4121 | 3943 |
| Printing, postage and stationery | 2689 | 2669 |
| Advertising | 1310 | 210 |
| Sundries | – | 166 |
| Travel expenses | – | – |
| Volunteer travel and expenses | 991 | 491 |
| Computer expenses | – | – |
| Renewals and repairs | 1950 | 2453 |
| Cleaning | 296 | 398 |
| Covid Related Costs - PPE and Other Equipment | 41 | 274 |
| Administration costs | 66 | 696 |
| Computer Expenses | – | – |
| Subscriptions | 643 | 416 |
| Credit Card Charges | 11 | 1 |
| Professional fees | – | – |
| Accountancy fees | 650 | 620 |
| **Total Payments** | 42722 | 40693 |
| **NET INCOME** | **-4077** | **25489** |

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 JUNE 2022

# FOR

# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 30 JUNE 2022**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| Note to the Financial Statements | 9-10 |
| Detailed Statement of Financial Activities | 11 |

# Trustees' Annual Report for the period

| | Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|---|
| From | 01 | July | 2021 | To | 30 | June | 2022 |

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**Names of the charity trustees who manage the charity**

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| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr MF Davies – Chair of Management Team

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Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.

All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Saturday every week. These hours are a gradual re-opening since the pandemic. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.

On-going funding is provided by our flourishing 'Friends' Group, which has over 566 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

Over the last year there has seen some excellent work from our volunteers to recover from the COVID – 19 pandemics. The recovery of our presence within the community has continued even though it has to been hard with a number of procedures in place to continue offering a safe environment for our visitors and volunteers alike. We continue to maintain a number of measures including sanitisation stations and availability of masks as some vulnerable individuals still require the option to have those amenities in place.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Although the lockdowns have been removed it is our volunteers that have worked hard to continue to prepare plans, procedures and preparations for the time we can re-open eventually to our pre pandemic level. The consideration of the effect of lockdown on the condition of our archives, exhibits and c1350 building that houses our collection of Rayleigh artifacts has not been easy. Without the volunteers we would not have carried out lots of our preparations for the days, weeks and months when eventually we could welcome our community back into our museum.

We were pleased to welcome to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

We had been preparing over the last year our application for eligibility to apply for accreditation. With a lot of hard work we achieved the ability for us as a museum to now be 'Working towards accreditation. With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

**In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.**

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Finance Reserves Policy
As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover.

| | |
|---|---|
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.

During this year we have also received £20,00 government funded Covid Grant.

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing the exhibits and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

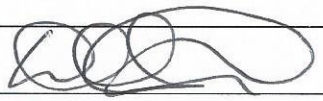
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |

| | |
|---|---|
| **Date** | 1st September 2022 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2022**

| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2021 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 27577 | 1285 | 28862 | 64323 |
| Activities for generating funds | 2 | 9783 | _ | 9783 | 1859 |
| **Total Incoming Resources** | | 37360 | 1285 | 38645 | 66182 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 3156 | _ | 3156 | 2212 |
| Charitable Activities | | 39566 | _ | 39566 | 38481 |
| **Total resources expended** | | 42722 | 0 | 42722 | 40693 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | -5362 | 0 | -5362 | 25489 |
| Gross transfers between funds | 6 | 0 | 1285 | _ | 0 |
| Net incoming/(outgoing) resources | | -5362 | 1285 | -4077 | 25489 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 115640 | 6760 | 122400 | 96911 |
| **TOTAL FUNDS CARRIED FORWARD** | | 110278 | 8045 | 118323 | 122400 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2022**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2021 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | _ | 70496 | 70496 |
| Heritage Assets | 5 | 4589 | _ | 4589 | 4589 |
| | | 75085 | | 75085 | 75085 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 45112 | 0 | 45112 | 47286 |
| Cash in Hand | | 32 | _ | 32 | 29 |
| **NET CURRENT ASSETS** | | 45144 | 0 | 45144 | 47315 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 120229 | 0 | 120229 | 122400 |
| **TOTAL NET ASSETS** | | 120229 | 0 | 120229 | 122400 |

The financial statements were approved by the Board of Trustees on 21st September 2022 and were signed on its behalf by:

W A Clark
Chairman of the Trustees

V Irvine
Trustee

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2022

## 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.
Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

## 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2022 | Year ended 30 June 2021 |
|---|---|---|
| Fundraising events | 5855 | 1235 |
| Retail income | 2180 | 464 |
| Sponsorships | 1748 | 160 |
| | 9783 | 1859 |

## 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2022

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2022

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2021 | 42372 | 25045 | 3079 | 70496 |
| Additions | 0 | 0 | 0 | 0 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2022 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2021 | 42372 | 25045 | 3079 | 70496 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2021 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2022 | 4589 |
| At 30 June 2021 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2021 | Net movement in funds | Transfers between Funds | At 30 June 2022 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 115640 | -5362 | 0 | 110278 |
| **Restricted funds** | | | | |
| Essex County Council | 6760 | 1285 | 0 | 8045 |
| | 122400 | -4077 | _ | 118323 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 37360 | -42722 | -5362 |
| **Restricted funds** | | | |
| Essex County Council | 1285 | 0 | 1285 |
| | 38645 | -42722 | -4077 |

## 7 VOLUNTARY INCOME

The total figure of £28862 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Essex County Council Covid Grant £2667

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2022**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2022 | Year ended 30 June 2021 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 24879 | 14037 |
| Grants | 3952 | 50286 |
| **Activities for generating income** | | |
| Fundraising events | 5886 | 1235 |
| Retail income | 2180 | 464 |
| Sponsorships | 1748 | 160 |
| **Total receipts** | **38645** | **66182** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 976 | 158 |
| Cost of outings and events | 2169 | 2054 |
| **Support Costs** | | |
| Purchases | 1199 | 2143 |
| Rent and rates | 18903 | 17393 |
| Insurance | 2812 | 3598 |
| Light and heat | 3195 | 2295 |
| Telephone | 700 | 715 |
| Equipment | 4121 | 3943 |
| Printing, postage and stationery | 2689 | 2669 |
| Advertising | 1310 | 210 |
| Sundries | – | 166 |
| Travel expenses | – | – |
| Volunteer travel and expenses | 991 | 491 |
| Computer expenses | – | – |
| Renewals and repairs | 1950 | 2453 |
| Cleaning | 296 | 398 |
| Covid Related Costs - PPE and Other Equipment | 41 | 274 |
| Administration costs | 66 | 696 |
| Computer Expenses | – | – |
| Subscriptions | 643 | 416 |
| Credit Card Charges | 11 | 1 |
| Professional fees | – | – |
| Accountancy fees | 650 | 620 |
| **Total Payments** | 42722 | 40693 |
| **NET INCOME** | **-4077** | **25489** |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

**Report to the trustees/ members of**: Charity Name RAYLEIGH TOWN MUSEUM

**On accounts for the year ended**: 30 JUNE 2022 | **Charity no (if any)**: 1159405

**Set out on pages** (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 DD / MM / YYYY.

**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 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.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.*

**Signed:** [signature] **Date:** 10/9/2022

**Name:** JACQUELINE WALLIS

**Relevant professional qualification(s) or body (if any):** RETIRED BOOK KEEPER / ACCOUNTS CLERK

**Address:**

| 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.** | |

**RAYLEIGH TOWN MUSEUM**

England & Wales - Charity number 1159405

# Accounts

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 JUNE 2021

# FOR

# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

# RAYLEIGH TOWN MUSEUM

## CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021


| | Page |
|---|---|
| Report of the Trustees | 1-6 |
| Statement of Financial Activities | 7 |
| Statement of Assets and Liabilities | 8 |
| Note to the Financial Statements | 9-10 |
| Detailed Statement of Financial Activities | 11 |

# Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|---|---|---|---|---|---|---|---|
| | 01 | July | 2020 | | 30 | June | 2021 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | June 2021 | |
| 8 | Mrs M Spencer | | June 2021 | |
| 9 | Mrs L Davison | | | |
| 10 | Mr A Buxton | | November 2020 | |
| 11 | Mr D Pymer | | August 2021 | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr MF Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
We have a link with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free of a reduced cost and are circulated to Trustees for adoption. These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East
- NAVCO

**Organisational Structure:**

Trustees.

Management Group.

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends Support Group
- Coach Sub-Committee
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the

Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A comprehensive risk assessment has been prepared, approved and is reviewed on a regular basis.
When Covid-19 started a full review of the Risk Management of the museum was carried out for the closure and the reopening which was signed off by the Trustees and the Management Team. All volunteers were trained in the plan to ensure that when re-opening was an option it allowed for volunteers to protect their safety and the safety of their families.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**

The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.

Visitor numbers now exceed 30,000+ since opening in 2016 a significant number for a small independent town museum.

We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition we continue to welcome participants from the Duke of Edinburgh's Award scheme, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.

We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.

We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.

The Museum caters fully for the less advantaged and is accessible to all via our entrance platform lift. We have a range of wheelchair facilities, disabled toilet, baby-changing facilities, an Evacuchair in case of emergencies. A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.

We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are working towards 'Accreditation' status with the Collections Trust.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

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A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.
All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Saturday every week. These hours are a gradual re-opening since the pandemic. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.
On-going funding is provided by our flourishing 'Friends' Group, which has over 566 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

**COVID-19**

The year 2020 to 2021 has seen a challenging year in the short period that the museum has operated. It is hard to believe that the biggest crisis to hit the world would require us as a Board of Trustees to consider the position of the museum at a time when there was such an effect on our communities as well as the global community. It would have been easy to just walk away, close our doors and forget about all the hard work our group of 50+ volunteers had done in creating a community facility for Rayleigh and beyond.

It is that hard work that I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

We have seen lockdowns come and go, lockdowns that our volunteers have worked hard to prepare for with, plans, procedures and preparations for the time we could re-open. The consideration of the effect of lockdown on the condition of our archives, exhibits and c1350 building that houses our collection of Rayleigh artifacts. Without the volunteers we would not have carried out lots of our preparations for the days, weeks and months when eventually we could re-open and welcome our community back into our museum.

In addition we have applied and been granted funds to preserve, repair and maintain our building all delivered by volunteers. We have maintained a structure of communication through social media, newsletters and contact with our Friends Group. We have been able to retain the vast majority (566) even though we have been unable to deliver our normal, historical exhibitions, talks, events.

We have built up Covid systems, procedures and risk assessments to ensure that as soon as we had the ok to reopen we were in a position to be able to do it. All through the pandemic we have maintained our meeting structure virtually and created resilient plans and procedures.

We have also maintained our work on the ability to gain accreditation for the museum which will allow us to loan and take on loan exhibits from other accredited museums.

***In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.***

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Finance Reserves Policy
As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover.

| | |
|---|---|
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.

During this year we have also received £20,00 government funded Covid Grant.

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing the exhibits and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

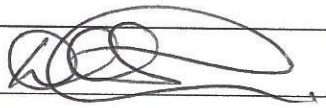
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |
| **Date** | 10th August, 2021 | |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2021**

| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2020 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 57563 | 6760 | 64323 | 33817 |
| Activities for generating funds | 2 | 1859 | – | 1859 | 13375 |
| **Total Incoming Resources** | | 59422 | 6760 | 66182 | 47192 |
| **RESOURCES EXPENDED** | | | | | |
| Fundraising trading | | 2212 | – | 2212 | 4397 |
| Charitable Activities | | 38481 | – | 38481 | 33271 |
| **Total resources expended** | | 40693 | 0 | 40693 | 37668 |
| **NET INCOME RESOURCES BEFORE TRANSFERS** | | 18729 | 0 | 18729 | 9524 |
| Gross transfers between funds | 6 | 0 | 6760 | – | 0 |
| Net incoming/(outgoing) resources | | 18729 | 6760 | 25489 | 9524 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 96911 | 0 | 96911 | 87387 |
| **TOTAL FUNDS CARRIED FORWARD** | | 115640 | 6760 | 122400 | 96911 |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2021**

| | Notes | Unrestricted Fund | Restricted Fund | Total Funds | 2020 Total Funds |
|---|---|---|---|---|---|
| **FIXED ASSETS** | | | | | |
| Tangible Assets | 4 | 70496 | – | 70496 | 64762 |
| Heritage Assets | 5 | 4589 | – | 4589 | 4589 |
| | | 75085 | | 75085 | 69351 |
| **CURRENT ASSETS** | | | | | |
| Cash at Bank | | 47286 | 0 | 47286 | 27547 |
| Cash in Hand | | 29 | – | 29 | 34 |
| **NET CURRENT ASSETS** | | 47315 | 0 | 47315 | 27581 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 122400 | 0 | 122400 | 96911 |
| **TOTAL NET ASSETS** | | 122400 | 0 | 122400 | 96911 |

The financial statements were approved by the Board of Trustees on 10/11/2021 and were signed on its behalf by:

W A Clark
Chairman of the Trustees

L Davison
Trustee

## NOTES TO THE FINANCIAL STATEMENTS
## YEAR ENDED 30 JUNE 2021

### 1 ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis

**Accounting Convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008),the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category.Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

### 2 ACTIVITIES FOR GENERATING FUNDS

| | Year ended 30 June 2021 | Year ended 30 June 2020 |
|---|---|---|
| Fundraising events | 1235 | 6989 |
| Retail income | 464 | 2671 |
| Sponsorships | 160 | 3715 |
| | 1859 | 13375 |

### 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2021

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2021**

## 4 TANGIBLE FIXED ASSETS

| | Improvements to Property | Fixtures and Fittings | Computer Equipment | Totals |
|---|---|---|---|---|
| **COST** | | | | |
| At 1 July 2020 | 36638 | 25045 | 3079 | 64762 |
| Additions | 5734 | 0 | 0 | 5734 |
| | 42372 | 25045 | 3079 | 70496 |
| **NET BOOK VALUE** | | | | |
| At 30 June 2021 | 42372 | 25045 | 3079 | 70496 |
| At 30 June 2020 | 36638 | 25045 | 3079 | 64762 |

## 5 HERITAGE ASSETS

| | |
|---|---|
| **MARKET VALUE** | |
| At 1 July 2020 | 4589 |
| Additions | 0 |
| | 4589 |
| **NET BOOK VALUE** | |
| At 30 June 2021 | 4589 |
| At 30 June 2020 | 4589 |

## 6 MOVEMENT IN FUNDS

| | At 1 July 2020 | Net movement in funds | Transfers between Funds | At 30 June 2021 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 96911 | 18729 | 0 | 115640 |
| **Restricted funds** | | | | |
| Essex County Council | 0 | 6760 | 0 | 6760 |
| | 96911 | 25489 | - | 122400 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 59422 | -33933 | 25489 |
| **Restricted funds** | | | |
| Essex County Council | 6760 | -6760 | 0 |
| | 66182 | -40693 | 25489 |

## 7 VOLUNTARY INCOME

The total figure of £64323 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Essex County Council Covid Grant £4000
Rochford District Council Covid Grant £25486
Essex County Council Window Replacement Grant £5000
Essex County Council Other Grant £1760

**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2021**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2021 | Year ended 30 June 2020 |
|---|---|---|
| **RECEIPTS** | | |
| **Voluntary Income** | | |
| Donations (including Gift Aid) | 14037 | 9777 |
| Grants | 50286 | 24040 |
| **Activities for generating income** | | |
| Fundraising events | 1235 | 6989 |
| Retail income | 464 | 2671 |
| Sponsorships | 160 | 3715 |
| **Total receipts** | **66182** | **47192** |
| **PAYMENTS** | | |
| **Fundraising trading: cost of goods sold, etc** | | |
| Purchase of goods | 158 | 1607 |
| Cost of outings and events | 2054 | 2791 |
| **Support Costs** | | |
| Purchases | 2143 | 924 |
| Rent and rates | 17393 | 17148 |
| Insurance | 3598 | 3485 |
| Light and heat | 2295 | 2630 |
| Telephone | 715 | 669 |
| Equipment | 3943 | 19 |
| Printing, postage and stationery | 2669 | 2645 |
| Advertising | 210 | 247 |
| Sundries | 166 | 385 |
| Travel expenses | – | – |
| Volunteer travel and expenses | 491 | 548 |
| Computer expenses | – | – |
| Renewals and repairs | 2453 | 2547 |
| Cleaning | 398 | 236 |
| Covid Related Costs - PPE and Other Equipment | 274 | – |
| Administration costs | 696 | 835 |
| Computer Expenses | – | 175 |
| Subscriptions | 416 | 157 |
| Credit Card Charges | 1 | – |
| Professional fees | – | – |
| Accountancy fees | 620 | 620 |
| **Total Payments** | 40693 | 37668 |
| **NET INCOME** | **25489** | **9524** |

**REGISTERED CHARITY NUMBER: 1159405**

# REPORT OF THE TRUSTEES AND

# UNAUDITED FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 JUNE 2021

# FOR

# RAYLEIGH TOWN MUSEUM

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

# RAYLEIGH TOWN MUSEUM

## CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021


| | Page |
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| Statement of Financial Activities | 7 |
| Statement of Assets and Liabilities | 8 |
| Note to the Financial Statements | 9-10 |
| Detailed Statement of Financial Activities | 11 |

# Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|---|---|---|---|---|---|---|---|
| | 01 | July | 2020 | | 30 | June | 2021 |

## Section A Reference and administration details

| | |
|---|---|
| **Charity name** | Rayleigh Town Museum |
| **Other names charity is known by** | |
| **Registered charity number (if any)** | 1159405 |
| **Charity's principal address** | 1st Floor |
| | 91 High Street |
| | Rayleigh, Essex |
| | **Postcode** SS6 7EJ |

**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 | Mr WA Clark | Chair | | |
| 2 | Mrs S P Keys-Smith | Secretary | | |
| 3 | Mrs V Martin-Irvine | | | |
| 4 | Mrs A Jolly | | | |
| 5 | Mr T Jobson | | | |
| 6 | Mr MF Davies | | | |
| 7 | Mr E Dray | | June 2021 | |
| 8 | Mrs M Spencer | | June 2021 | |
| 9 | Mrs L Davison | | | |
| 10 | Mr A Buxton | | November 2020 | |
| 11 | Mr D Pymer | | August 2021 | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

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

Mr MF Davies – Chair of Management Team

## Section B Structure, governance and management

**Description of the charity's trusts**

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and approved by Trustee Board |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction and Training**
We have a link with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free of a reduced cost and are circulated to Trustees for adoption. These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East
- NAVCO

**Organisational Structure:**

Trustees.

Management Group.

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends Support Group
- Coach Sub-Committee
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

**Risk Management**
The Trustees have a duty to identify and review the risks to which the

Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A comprehensive risk assessment has been prepared, approved and is reviewed on a regular basis.
When Covid-19 started a full review of the Risk Management of the museum was carried out for the closure and the reopening which was signed off by the Trustees and the Management Team. All volunteers were trained in the plan to ensure that when re-opening was an option it allowed for volunteers to protect their safety and the safety of their families.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Public Benefit**

The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.

Visitor numbers now exceed 30,000+ since opening in 2016 a significant number for a small independent town museum.

We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition we continue to welcome participants from the Duke of Edinburgh's Award scheme, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.

We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.

We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history.

The Museum caters fully for the less advantaged and is accessible to all via our entrance platform lift. We have a range of wheelchair facilities, disabled toilet, baby-changing facilities, an Evacuchair in case of emergencies. A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.

We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are working towards 'Accreditation' status with the Collections Trust.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

**Objectives and Aims**

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.
A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.
All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Saturday every week. These hours are a gradual re-opening since the pandemic. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.
On-going funding is provided by our flourishing 'Friends' Group, which has over 566 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale.

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

**COVID-19**

The year 2020 to 2021 has seen a challenging year in the short period that the museum has operated. It is hard to believe that the biggest crisis to hit the world would require us as a Board of Trustees to consider the position of the museum at a time when there was such an effect on our communities as well as the global community. It would have been easy to just walk away, close our doors and forget about all the hard work our group of 50+ volunteers had done in creating a community facility for Rayleigh and beyond.

It is that hard work that I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

We have seen lockdowns come and go, lockdowns that our volunteers have worked hard to prepare for with, plans, procedures and preparations for the time we could re-open. The consideration of the effect of lockdown on the condition of our archives, exhibits and c1350 building that houses our collection of Rayleigh artifacts. Without the volunteers we would not have carried out lots of our preparations for the days, weeks and months when eventually we could re-open and welcome our community back into our museum.

In addition we have applied and been granted funds to preserve, repair and maintain our building all delivered by volunteers. We have maintained a structure of communication through social media, newsletters and contact with our Friends Group. We have been able to retain the vast majority (566) even though we have been unable to deliver our normal, historical exhibitions, talks, events.

We have built up Covid systems, procedures and risk assessments to ensure that as soon as we had the ok to reopen we were in a position to be able to do it. All through the pandemic we have maintained our meeting structure virtually and created resilient plans and procedures.

We have also maintained our work on the ability to gain accreditation for the museum which will allow us to loan and take on loan exhibits from other accredited museums.

***In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.***

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Finance Reserves Policy
As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover.

| | |
|---|---|
| **Details of any funds materially in deficit** | We have sound financial control and none of our funds are in deficit. |

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- **Principal Funding Source**
  Rayleigh Town Council, Friends Support Group
  Sponsorship from local Trades and Organisations
  Personal Benefactors, Retail Sales
  Commercial Hire,
  Donations from visitors to the Museum, Specialist Talks and Lectures.

During this year we have also received £20,00 government funded Covid Grant.

**Expenditure**
All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing the exhibits and artefacts that are the key objectives of the charity

**Investment Policy**
The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

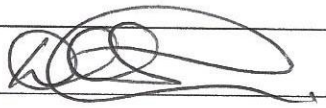
## Section F Other optional information

The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | WA Clark |  |
| **Full name(s)** | William Alan Clark | |
| **Position (eg Secretary, Chair, etc)** | Chair of Trustees | |
| **Date** | 10th August, 2021 | |

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES**
**YEAR ENDED 30 JUNE 2021**

| | Notes | Unresticted Fund | Restricted Fund | Total Funds | 2020 Total Funds |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Voluntary income | 7 | 57563 | 6760 | 64323 | 33817 |
| Activities for generating funds | 2 | 1859 | – | 1859 | 13375 |
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**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES**
**AT 30 JUNE 2021**

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The financial statements were approved by the Board of Trustees on 10/11/2021 and were signed on its behalf by:

W A Clark
Chairman of the Trustees

L Davison
Trustee

## NOTES TO THE FINANCIAL STATEMENTS
## YEAR ENDED 30 JUNE 2021

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**Basis of preparing the financial statements**

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**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS**
**YEAR ENDED 30 JUNE 2021**

## 4 TANGIBLE FIXED ASSETS

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|---|---|
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| **NET BOOK VALUE** | |
| At 30 June 2021 | 4589 |
| At 30 June 2020 | 4589 |

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| | At 1 July 2020 | Net movement in funds | Transfers between Funds | At 30 June 2021 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General fund | 96911 | 18729 | 0 | 115640 |
| **Restricted funds** | | | | |
| Essex County Council | 0 | 6760 | 0 | 6760 |
| | 96911 | 25489 | - | 122400 |

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| **Unrestricted funds** | | | |
| General fund | 59422 | -33933 | 25489 |
| **Restricted funds** | | | |
| Essex County Council | 6760 | -6760 | 0 |
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## 7 VOLUNTARY INCOME

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**RAYLEIGH TOWN MUSEUM**

**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS**
**YEAR ENDED 30 JUNE 2021**
**(not part of the statutory financial statements)**

| | Year ended 30 June 2021 | Year ended 30 June 2020 |
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| Telephone | 715 | 669 |
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| Volunteer travel and expenses | 491 | 548 |
| Computer expenses | – | – |
| Renewals and repairs | 2453 | 2547 |
| Cleaning | 398 | 236 |
| Covid Related Costs - PPE and Other Equipment | 274 | – |
| Administration costs | 696 | 835 |
| Computer Expenses | – | 175 |
| Subscriptions | 416 | 157 |
| Credit Card Charges | 1 | – |
| Professional fees | – | – |
| Accountancy fees | 620 | 620 |
| **Total Payments** | 40693 | 37668 |
| **NET INCOME** | **25489** | **9524** |

CHARITY COMMISSION

# Independent Examiner's Report on the Accounts

## Section A — Independent Examiner's Report

Report to the trustees/members of

Charity Name: RAYLEIGH TOWN MUSEUM

On accounts for the year ended: 30/06/21

Charity no (if any): 1159405

Set out on pages (remember to include the page numbers of additional sheets)

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

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

** Please delete the words in the brackets if they do not apply.*

Signed: [signature]

Date: 27.8.21

Name: PAUL ANTHONY

Relevant professional qualification(s) or body (if any):

Address:

425 RAYLEIGH ROAD
BENFLEET, ESSEX
SS7 3ST

## Section B — Disclosure

Only complete if the examiner needs to highlight material problems

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