

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

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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.

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.

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)

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.

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.

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.

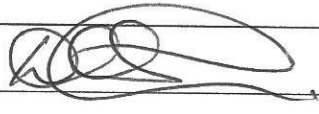
Section F**Other optional information**

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	10 th August, 2021	

RAYLEIGH TOWN MUSEUM

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

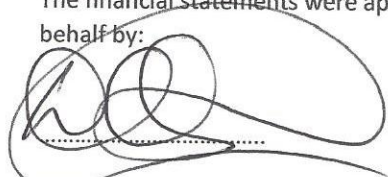
	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2020 Total Funds
INCOMING RESOURCES					
Voluntary income	7	57563	6760	64323	33817
Activities for generating funds	2	<u>1859</u>	<u>—</u>	<u>1859</u>	<u>13375</u>
Total Incoming Resources		59422	6760	66182	47192
RESOURCES EXPENDED					
Fundraising trading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

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	<u>4589</u>	—	<u>4589</u>	<u>4589</u>
		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		<u>122400</u>	<u>0</u>	<u>122400</u>	<u>96911</u>
TOTAL NET ASSETS		<u>122400</u>	<u>0</u>	<u>122400</u>	<u>96911</u>

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

RAYLEIGH TOWN MUSEUM

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	<u>160</u>	<u>3715</u>
	<u>1859</u>	<u>13375</u>

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	<u>5734</u>	<u>0</u>	<u>0</u>	<u>5734</u>
	42372	25045	3079	70496
NET BOOK VALUE				
At 30 June 2021	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>
At 30 June 2020	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>

5 HERITAGE ASSETS

MARKET VALUE

At 1 July 2020	4589
Additions	<u>0</u>
	<u>4589</u>

NET BOOK VALUE

At 30 June 2021	<u>4589</u>
At 30 June 2020	<u>4589</u>

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	<u>0</u>	<u>6760</u>	<u>0</u>	<u>6760</u>
	<u>96911</u>	<u>25489</u>	<u>-</u>	<u>122400</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	59422	-33933	25489	
Restricted funds				
Essex County Council	6760	-6760	0	
	<u>66182</u>	<u>-40693</u>	<u>25489</u>	

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	<u>25489</u>	<u>9524</u>

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

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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.

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.

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)

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.

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.

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.

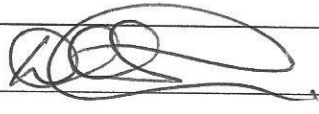
Section F**Other optional information**

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	10 th August, 2021	

RAYLEIGH TOWN MUSEUM

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

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

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	<u>4589</u>	—	<u>4589</u>	<u>4589</u>
		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		<u>122400</u>	<u>0</u>	<u>122400</u>	<u>96911</u>
TOTAL NET ASSETS		<u>122400</u>	<u>0</u>	<u>122400</u>	<u>96911</u>

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

RAYLEIGH TOWN MUSEUM

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	<u>160</u>	<u>3715</u>
	<u>1859</u>	<u>13375</u>

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	<u>5734</u>	<u>0</u>	<u>0</u>	<u>5734</u>
	42372	25045	3079	70496
NET BOOK VALUE				
At 30 June 2021	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>
At 30 June 2020	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>

5 HERITAGE ASSETS

MARKET VALUE	
At 1 July 2020	4589
Additions	<u>0</u>
	<u>4589</u>
NET BOOK VALUE	
At 30 June 2021	<u>4589</u>
At 30 June 2020	<u>4589</u>

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	<u>0</u>	<u>6760</u>	<u>0</u>	<u>6760</u>
	<u>96911</u>	<u>25489</u>	<u>-</u>	<u>122400</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	59422	-33933	25489	
Restricted funds				
Essex County Council	6760	-6760	0	
	<u>66182</u>	<u>-40693</u>	<u>25489</u>	

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	<u>25489</u>	<u>9524</u>

Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

RAMVEIGH TOWN MUSEUM

On accounts for the year ended

3 0 0 6 2 1

Charity no (if any)

1 1 5 9 4 0 5

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

Paul Anthony

Date

27.8.21

Name

PAUL ANTHONY

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

Address

425 RAMVEIGH ROAD
BENFLEET, ESSEX
SS7 3ST

Only complete if the examiner needs to highlight material problems

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