

# HERNE BAY MUSEUM TRUST

England & Wales · Charity number 1160344

## Details

---

**Other names** HBMT

**Status** Registered

**Legal form** CIO

**Registered** 2015-02-05

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

## Contact

---

**Address** The Seaside Museum  
12 William Street  
Herne Bay  
Kent  
CT6 5EJ

**Phone** 01227367368

**Email** [info@theseasidemuseumhernebay.org](mailto:info@theseasidemuseumhernebay.org)

**Website** [www.theseasidemuseumhernebay.org](http://www.theseasidemuseumhernebay.org)

## Activities

---

**Objects:** TO PROVIDE AND MAINTAIN A MUSEUM IN HERNE BAY FOR THE PUBLIC BENEFIT FOR THE EXHIBITION OF ITEMS OF LOCAL OR HISTORICAL INTEREST AND PROVISION OF EDUCATION RELATING TO THE HISTORY AND HERITAGE OF THE TOWN AND THE SURROUNDING AREA.

**Activities:** The management and development of Herne Bay Museum, 12 William Street, Herne Bay, Kent.

## Classification

---

- **How:** Provides Human Resources
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

---

- Kent

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £51,976 | £58,307     | -      | -         |
| 2024-03-31 | £43,695 | £50,015     | -      | -         |
| 2023-03-31 | £42,233 | £53,018     | -      | -         |
| 2022-03-31 | £37,602 | £38,687     | -      | -         |
| 2021-03-31 | £51,596 | £38,392     | -      | -         |

## Trustees

| Name                         | Role  | Appointed  |
|------------------------------|-------|------------|
| <b>Judith Clair Saunders</b> | Chair | 2023-03-20 |
| Douglas Downing              |       | 2021-04-08 |
| Eileen Wellings              |       | 2022-07-23 |
| Iain Nigel Ward Farquhar     |       | 2024-07-23 |
| Katherine Sarah Hopcraft     |       | 2022-04-05 |

**HERNE BAY MUSEUM TRUST**

England & Wales - Charity number 1160344

---

# Accounts

---

HERNE BAY MUSEUM TRUST  
CHARITY NO. 1160344

HERNE BAY  
MUSEUM  
TRUST

# ANNUAL REPORT 2024/2025

FOR  
THE SEASIDE MUSEUM  
12 WILLIAM STREET  
HERNE BAY CT6 5EJ

the  
**SEASIDE  
MUSEUM**  
HERNE BAY



# A WORD FROM THE CHAIR OF TRUSTEES

It's nearly a year since I became Chair of Trustees, so firstly I'd like to thank Alan Porter for his work over the previous 5 years. Alan worked tirelessly for the museum and although now retired, he still pops his head in now and again to check how things are going!

The past year has been a steep learning curve for me. I've had to learn so much about how the museum functions from week to week, whilst recognising its past achievements and planning for the future. What is very clear, is that the museum would not function without the commitment of our amazing volunteers. Our volunteers are involved in a multitude of events including the manning the front desk, outreach beach events, putting together exhibitions, presenting talks, children's events, re-stocking our shop, plus so much more. A particular thanks go to our Curator, Ian Tittley for meticulously documenting our collections in preparation for our accreditation review in 2027. Also to our new Treasurer, Iain Farquhar for taking on this much needed role. I'd also like to express a special thanks to Mark Jones for curating the railway exhibition which is always very popular.

The museum would also not function without the time and commitment of all our Trustees: Eileen Wellings, Iain Farquhar, Mike Mckeown, Douglas Downing and Kate Hopcraft. Holding this all together and perpetually listening to our ideas, speculations and the odd moan and groan is our Manager Clare Goodwin. Clare and indeed her whole family add so much to the prosperity of our lovely museum.

This year we also saw the transformation of our first floor. This included the demolition of a non-structural internal wall and the purchase of some new display cabinets. This enables far more accessibility for our customers and a greater flexibility in our collection displays. This was made possible by receiving a grant from Canterbury City Council and we are now focusing our attention on applying for grants to modernise our children's area and a central first floor exhibition case.

Herne Bay, like all other coastal towns, relies heavily on tourism. To encourage more visitors we have been making good links with local businesses and community organisations to develop some events in the town centre. We hosted Father Christmas' Grotto for the Herne Bay Christmas Lights and we entered the Herne Bay Carnival in August.

Much of the work we've undertaken over the past year has been driven by the need to look towards the future financial sustainability of the museum. This includes negotiations with Canterbury City Council for the renewal of our lease and management agreement. These talks are continuing, but with councils suffering huge financial constraints and with the forthcoming Local Government Reorganisation in the next couple of years, we continually need to prove the importance of preserving our town and coastline's history for now and the generations to come. It's fair to say however, that council officers and councillors have always shown their support for the museum and share our enthusiasm for the future.

Judy Saunders, Chair of Herne Bay Museum Trust

# GOVERNANCE AND STAFFING

The Seaside Museum Herne Bay is a non-profitmaking venture run by the Herne Bay Museum Trust under a Management Agreement with Canterbury City Council (CCC), and managed and run by volunteers and a part time manager.

## Background

Herne Bay's museum was threatened with closure in 2014. Herne Bay Museum Trust was founded and went through a tender process with CCC to run the museum. The Trust has been contracted by CCC to provide museum services at the museum in Herne Bay since July 2015. The Trust receives a small management fee used for running the museum. The contract will end on 31st March 2027. A lease for use of the building, at a peppercorn rent, will expire on the same date.

The Trust is a Charitable Incorporated Organisation (association status) run by a Board of nine Trustees although maximum membership has never exceeded eight and currently stands at six.

## TRUSTEES

There continues to be an urgent need to recruit more trustees to fill the vacant places.

Alan Porter (Chair, resigned July 2024)

Judy Saunders (appointed Chair July 2024)

Iain Farquhar, Treasurer (appointed July 2024)

Eileen Wellings

Kate Hopcraft

Douglas Downing

Michael McKeown (appointed February 2025)

Jacqui Rands (resigned April 2024)

## VOLUNTEERS

Our group of volunteers have been kept busy this year.

- Welcoming visitors to the shop and the museum.
- Assisting with documentation and cataloguing of collections.
- Facilitating school and community group visits.
- Re-displaying permanent exhibitions.
- Installing temporary exhibitions
- Facilitating events and activities
- Assisting with museum administration.

## STAFF

Clare Goodwin, part time Museum Manager (30 hours a week).



## VOLUNTEERS

Volunteers remain the backbone of what goes on at and for the museum. They make the events, exhibitions, group visits and everything in between happen. Without them the doors wouldn't open and Herne Bay would lose its museum.

3235 were hours given by volunteers to keep the museum and shop open (includes volunteers attending for Front of House training).

Behind the scenes volunteers gave 1722 hours working with the collection, preparing and providing for school visits, banking, planning and preparing brought in and makers' stock for the shop as well as regular stock audits and maintenance of the shop area, emergency light and fire exit testing and Trustee time.

334 volunteer hours were spent preparing and providing events, talks and activities.

A total of 5291 hours of volunteer time equating to £98,412.60 based on £18.60 an hour the median hourly wage for the South East Area in 2024 (as recommended by Museums Development South East).

## VISITORS

The museum was open every week, 5 days a week for a total of 260 days (1184 hours) . A total of 8724 people visited the museum and shop this year. 3745 visited the museum, 3428 used the shop, 804 attended museum events and activities and 747 school children and their adults attended school visits.



### FIRST FLOOR TRANSFORMATION

In April 2024 the Trust was awarded a grant from the Canterbury District 'Pride in Place' Grants UK Shared Prosperity Fund 2024/25. This was to fund the removal of the partition wall on the first floor, replace the carpet and purchase new cases. This work has made the first floor more accessible, created a greater sense of space and allowed a more flexible display area. The first floor was closed for six weeks in the autumn but we were able to keep the shop and ground floor of the museum open while the work was taking place. Admission was free during this time. Unfortunately it took until February 2025 for the correct cases to arrive. The cases have been displayed with natural history objects and souvenirs of Herne Bay. One of the cases is a dedicated community group case, for groups to display objects from their archives.

### ADMISSION PRICE INCREASE

In October, with the reopening of the first floor, we raised our admission prices. Raising full price tickets from £3 to £4 and concession tickets from £2 to £3. Full annual passes from £10 to £12 and concession annual passes £7 to £9. Children 16 and under still continue to go FREE.



Volunteers facilitated or attended over 50 events on behalf of the museum.

Volunteers have given talks about the Flints in the museum collection, Seaweed, Dam Busters and the history of the museum to Christ Church University, Cement Fields, Pilgrims Hospice and local community groups.

In April we joined in with the Bandstand 100 year celebrations. Taking along objects linked to Herne Bay as a Victorian Seaside Resort.

We lent information about air raids for D Day celebrations at the Herne Centre.

We also lent Dam Buster related items and information for the Herne Bay Beacon lighting.

We collaborated with Kent County Council and held a State of Nature Day, inviting Kent Wildlife Trust, Canterbury District Biodiversity Network, Kent Field Club and Kent Bat Group to have a stall and talk to visitors about their organisations.

During the summer holidays we joined in with Herne Bay Festival and hosted events such as Lego days, Seashore Safaris, Teach on the Beach and a walking tour of Herne looking into Herne's Smuggling Secrets.

August saw the museum's first entry into Herne Bay Carnival. The theme was 'Movies' and the volunteers paraded wearing black and white with placards naming films that linked to the museums collection eg Gladiator - Roman Collection.

We joined in with Dinosaur Day activities again at Herne Bay library. We also took objects to the History Day at Ramsgate Tunnels.

We held two quiz nights to raise funds for the museum. Two wonderful evenings putting everyone's grey cells to the test.



In the run up to Christmas 2024 we enlisted the help of Herne Bay Community Choir to help with our interactive Christmas window. Volunteers wrote the 12 Museum Objects of Christmas (to the tune of the 12 Days of Christmas) which the Choir recorded and was available to listen to via QR code through the window, around the museum and our website. A live performance was given at the town's Christmas Light Switch On. The museum hosted Santa's Grotto that day as well.



Canterbury Hoodeners and St Nicholas at Wade Hoodeners performed on separate days closer to Christmas getting everyone into the Christmas spirit.



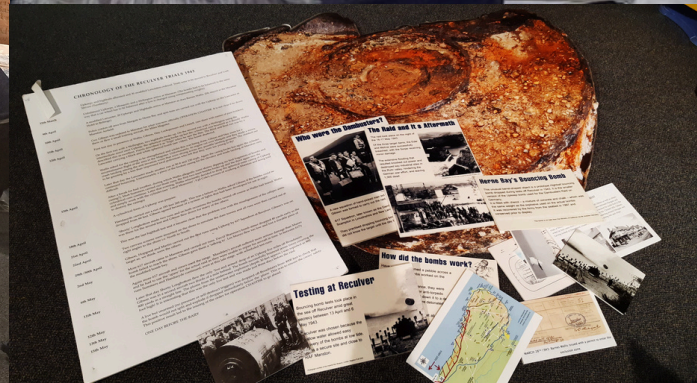
We continued with our seasonal Wildflower Walks and started 2025 with our New Year's Day Litter Pick. A great way to start the year.

In February a group of volunteers set up a stall outside of Morrisons to chat to their customers about the museum.

As well as hosting our own events the museum we rented out the space for a small fee to Wizard Story Telling, a Jazz workshop and a scientific day with Kent Field Club.



We have continued to participate in the Wheels of Time scheme. Signing up school age children to this scheme encourages them to visit the many independent museum around Kent.





---

## SCHOOLS

2024/2025

Our Education and Outreach volunteers received 505 school children and 112 accompanying adults during 13 school visits. School visits were from Cuxton School in Rochester, Smarden School, Northdown Primary School in Margate, St Marys Primary School in Ashford, Hoath School, Boughton Under Blean Primary School, Teynham Primary School, Herne Bay Infants and Herne Infants.

Volunteers prepared and presented sessions on the Victorian Seaside, fossils, the changing seashore, Herne Bay's History, erosion and sea defences, Herne Bay's Pier and World War II.

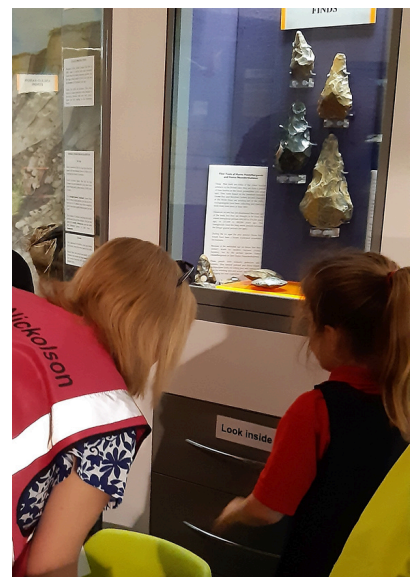
Throughout the school year we have received regular visits from children at Avenue Nursery and pupils from Herne Bay High School.

Reculver Beavers and Hampton Guides used the museum for one of their sessions and learned about flints and Roman pudding pans all facilitated by volunteers from our Education and Outreach team.

On the bank holiday in August we took 120 German High School students and their 10 teachers onto the beach at low tide for 5 Teach on the Beach sessions. Ian told them all about Herne Bay's coastline using objects from the collection and seashore.

## COMMUNICATION

We have stayed in touch with our visitors and supporters through regular newsletters. We have also maintained our social media presence on Facebook, Instagram and X plus our website (to be reviewed),



## COLLECTIONS

Herne Bay Museum Trust is responsible for the care of Canterbury City Council's (CCC) collection of over 7000 objects at The Seaside Museum. The collection comprises a wide range of objects of different materials including paper archives, artwork, photographs, negatives, magnetic tape, digital disks, textiles, metal, wood, china, glass, archaeological, paleontological, each of which require different care and conservation measures, and which were previously reorganised accordingly. Following this reorganisation, effort this year has focussed on undertaking an audit of the collection (i) to identify missing items, (ii) to ensure proper movement and location control, (iii) to apply conservation measures where needed, and (iv) to check and correct entries in the Museum's electronic collection register in readiness for transfer to CCC's new electronic collections register. A start was made on curating a gift of over 1500 paper receipts from local shops most of which were over 100 years old; part of its care and conservation involved placing receipts in protective polyester pockets. Ambient Relative Humidity and Temperature data throughout the Museum are monitored and recorded by volunteers on a near daily basis and measures taken when readings are too high. Insect pest traps are inspected regularly and reveal the Museum to be pest free.

The Museum continues to receive gifted objects following the remit set out in the CCC Collections Development Policy for Herne Bay. Eighty-eight mostly paper objects were gifted and accessioned. Nine objects were deemed duplicates of existing holdings and incorporated into the handling collection. Paleontological objects were loaned to the University of Kent for its exhibition of 'Museum of Imagined Kent', to Mr P. Knowles (University of Durham) for research purposes, and to Petham Primary School for educational purposes. An incoming loan of cartoon artwork was arranged with the University of Kent (Templeman Collection) for display at the Museum as part of the Herne Bay cartoon festival. Objects from the collection store including fossils, molluscs and social history not previously exhibited were put on permanent museum display in newly acquired exhibition cases; others were displayed in temporary exhibitions ('Seaside Memories', 'Recollections of Reculver') and at external events ('Kent History Day' at Ramsgate Tunnels, 'Whitstable Ecofair').

Ian Tittley  
Honorary Curator



### Doctoral Research Palaeolithic Collection

In April, the biannual Palaeolithic and Mesolithic Conference was held at the British Museum, where I gave a poster presentation on my research. Items from the collection were included on the poster, and the museum was credited with its logo displayed.

### Outreach

In April, I delivered a two-hour seminar to archaeology undergraduates at Canterbury Christchurch University. The seminar was titled 'The British Palaeolithic: The Fluvial Archive of the East Kent River Stour.' A selection of Palaeolithic flint tools was displayed and taken for demonstration. About 20 students attended, it was very well received. Organised by George Morriss and Lindsey Buster (now at York University). A small speaker fee was donated to the museum.

On the 31 August I held a one day pop up exhibition in the museum. "People and Beast of the Ice Ages exhibition". Outside volunteers helped with this: George Morris and undergraduates from CCCU, Madeleine Cook and Anna Slucock.

In September, I was invited by Genevieve Hall to give a talk to a local community group in Bishopstone. This was part of a series of talks held throughout the summer months on a diverse range of philosophical and natural history subjects. Replica skulls and some flint artefacts from the museum collection were displayed; the museum was cited, and leaflets were handed out.

### Publications

Several research papers based on museum studies from 2024-25 have now been completed, published, and are available online.

Proceedings of the Geologists' Association. Academic paper "Quaternary rivers, tufas and mires of southern England: Description of Geological Conservation Review sites" The Seaside Museum is mentioned in the section on the new Geological Conservation Review Site (GCR) Site Bishopstone to Reculver Cliffs.

"Fordwich and Round About" is the latest addition to a long lineage of local history books, which began in 1973, by the esteemed author and local historian Kinn McIntosh. This latest book had many collaborative authors and was compiled by Christina Bouldin and Heather Stennett. The opening chapter sets the scene over half a million years ago by describing the terraces of the river Stour and their associated Palaeolithic archaeology in the context of historical and recent discoveries. Photographs of objects in the Seaside Museum are included

Pete Knowles, Ph.D Researcher, Durham University Department of Archaeology and Geography



## RETAIL

2024/2025

This year the Retail Group have concentrated on maintaining the high standard of goods that can be bought in the shop. They have also searched for different suppliers who provide high quality, reasonably priced stock.

The group has looked at developing a range of goods that are exclusive to the museum, Colour was added to a design that was made for the museum a few years ago. We have produced postcards, posters, bags and coaster of this print.

Our 2025 calendar created from the top 12 photographs from Colours of Herne Bay exhibition was very popular with shoppers.

Members of the retail group are always on the look out for new local Makers to supply the shop on a sale or return basis. Several new makers now have their stock in the shop. Ensuring that visitors and shoppers have a wide variety of items to purchase.

The museum shop continues to be one of the main sources of revenue for the Trust.



TRIP ADVISOR

-Really interesting and informative. We enjoyed seeing all the exhibits and reading their history. Very helpful staff

-This is a real gem. There is an excellent selection of items to make lovely and quirky gifts, plus hard-to-find postcards if you are interested in something specific, as I was, looking for pictures of Reculver Towers.

The Museum is staffed solely by volunteers who couldn't be nicer and more helpful. You need a good hour to get the best of the displays, which are so varied you will never be bored. You can ask the staff questions at any point during your visit. Entry charges are really good value too - £4 pp or only £2 pp for concessions. I guarantee you will not be disappointed.

GOOGLE BUSINESS

Another visit to this delightful small museum, popular with all ages in our family. The volunteers are welcoming and knowledgeable and the exhibits are changed regularly (although they are still waiting for news display cabinets upstairs). Well worth the £4 admission (£3 for concessions, free for under-16s), if you've got an hour to spare in Herne Bay. Recommend!

Really nice museum. Friendly and helpful staff. The gallery showing Reculver Past was very interesting. Well worth a visit.

If you're in Herne bay visit this gorgeous little museum and shop. The staff were so friendly and the exhibits were interesting and informative. The shop has some handmade items that are really cute. I enjoyed looking around for an hour and it's only £4 entry fee - bargain!

What, a great little find this museum in " Herne Bay" was....full of interesting historical facts and just like a tardis, deceptively large inside, as over 2 floors...well worth a visit!!

A lovely visit today with family.

Such lovely museum staff

Lady and Gentleman in shop so lovely to us . And another staff member took a picture for us. Lovely for children and adults. Not a massive museum but everything they did have was truly interesting. A rather than just filling spaces they really had relevant things.

Interesting museum and good activities for the children.

VISITORS BOOK - a sample of comments

- What a great museum, the best small museum I've been in, long may it reign.
- Lovely museum, warm and friendly.
- Amazing museum find/lovely little toy selection/dress up selection
- Hedgehog class from Herne Infants had a wonderful visit! Thank you for all being so lovely!
- Who knew there were Hippos and Elephants roaming these shores! Amazing tusks. This is a beautifully presented and informative museum. Thank you!
- A wonderful treasure of a museum. Lots of interesting and surprising finds. Thank you to the amazing volunteers.
- Great versatile museum. Looks so tiny from the outside yet full of interesting items. Good hour spent here.
- Lovely museum. Great kids area with lots of relevant activities - would defo recommend



**Herne Bay Museum Trust - Registered Charity No. 1160344**  
**Statement of Financial Affairs and Balance Sheet for Year Ending 31st March 2025**

| INCOME                            | NOTE | UNRESTRICTED  | RESTRICTED    | TOTAL<br>2024/25 | TOTAL<br>2023/24 |
|-----------------------------------|------|---------------|---------------|------------------|------------------|
| Management Fee                    | 1    | 15,000        | 0             | 15,000           | 15,000           |
| Grants                            | 2    | 0             | 9,730         | 9,730            | 3,350            |
| Charitable Activities             | 3    | 8,108         | 0             | 8,108            | 8,957            |
| Trading Activities                | 4    | 15,506        | 0             | 15,506           | 13,713           |
| Donations                         | 5    | 1,831         | 215           | 2,046            | 711              |
| Other                             | 6    | 1,586         | 0             | 1,586            | 1,963            |
|                                   |      | <b>42,031</b> | <b>9,945</b>  | <b>51,976</b>    | <b>43,694</b>    |
| <b>EXPENDITURE</b>                |      |               |               |                  |                  |
| Charitable Activities             | 7    | 40,125        | 9,429         | 49,554           | 42,879           |
| Trading Activities                | 8    | 8,638         | 115           | 8,753            | 7,136            |
|                                   | 9    | <b>48,763</b> | <b>9,544</b>  | <b>58,307</b>    | <b>50,015</b>    |
| Excess of Income over Expenditure |      | <b>-6,732</b> | 401           | <b>-6,331</b>    | <b>-6,321</b>    |
| Transfer Between Funds            | 10   | 1,222         | <b>-1,222</b> | 0                | 0                |
| Total Funds Bought Forward        |      | 55,980        | 3,847         | 59,827           | 66,148           |
| Total Funds Carried Forward       |      | <b>50,470</b> | <b>3,026</b>  | <b>53,496</b>    | <b>59,827</b>    |
| <b>BALANCE SHEET</b>              |      |               |               |                  |                  |
| <b>FIXED ASSETS</b>               |      | 0             | 0             | 0                | 0                |
| <b>CURRENT ASSETS</b>             |      |               |               |                  |                  |
| Bank Business Account             |      | 4,285         | 215           | 4,500            | 33,152           |
| Bank Savings Account              |      | 19,220        | 2,810         | 22,030           | 0                |
| Bank Fixed Savings Account        |      | 26,000        | 0 0 0         | 26,000           | 26,000           |
| Cash in Hand - Till Floats        |      | 147           | 0 0 0         | 147              | 147              |
| Unbanked Cash                     |      | 0             | 3,025         | 0                | 435              |
| Unbanked Credit Card Transactions |      | 145           | 0             | 145              | 93               |
| Debtor Refund                     |      | 308           |               | 308              | 0                |
| Lloyds Bank Missing Cash Credit   | 11   | 220           |               | 220              | 0                |
| Total Cash Assets                 |      | <b>50,325</b> |               | <b>53,350</b>    | <b>59,827</b>    |
| Stock at Cost                     |      | 2,779         |               | 2,779            | 3,249            |
| <b>CREDITORS</b>                  |      |               |               |                  |                  |
| Less Falling Due within One Year  | 12   | 146           | 0             | 146              | <b>-146</b>      |
| <b>NET CURRENT ASSETS</b>         |      | <b>53,250</b> | <b>3,025</b>  | <b>56,275</b>    | <b>62,930</b>    |
| <b>CREDITORS</b>                  |      |               |               |                  |                  |
| Less Falling Due After One Year   |      | 0             | 0             | 0                | 0                |
| <b>TOTAL ASSETS</b>               |      | <b>53,250</b> | <b>3,025</b>  | <b>56,275</b>    | <b>62,930</b>    |
| <b>REPRESENTED BY</b>             |      |               |               |                  |                  |
| Unrestricted Funds                |      | 50,325        | 0             | 50,325           | 55,090           |
| Restricted Funds                  |      | 0             | 3,025         | 3,025            | 4,590            |
| Stock at Cost Value               |      | 2,779         | 0             | 2,779            | 3,250            |
| Written Off Creditor              |      | 146           | 0             | 146              | 0                |
|                                   |      | <b>53,250</b> | <b>3,025</b>  | <b>56,275</b>    | <b>62,930</b>    |

**Herne Bay Museum Trust - Registered Charity No. 1160344**  
**Notes to Statement of Financial Affairs for Year Ending 31st March 2025**

**ANALYSIS OF INCOME**

| NOTE     | INCOME                       | UNRESTRICTED  | RESTRICTED   | TOTAL         | TOTAL         |
|----------|------------------------------|---------------|--------------|---------------|---------------|
|          |                              |               |              | 2024/25       | 2023/24       |
|          |                              |               |              | £             | £             |
| <b>1</b> | <b>MANAGEMENT FEE</b>        |               |              |               |               |
|          | Canterbury City Council      | 15,000        | 0            | 15,000        | 15,000        |
|          |                              | <b>15,000</b> | <b>0</b>     | <b>15,000</b> | <b>15,000</b> |
| <b>2</b> | <b>GRANTS</b>                |               |              |               |               |
|          | Digital Transformation       | 0             | 0            | 0 675         | 942           |
|          | Herne Bay Festival           | 0             | 675          | 0             | 500           |
|          | Other                        | 0             | 0            | 8,750         | 708           |
|          | Pride in Place               | 0             | 8,750        | 0 305         | 0             |
|          | QRA Quarternary              | 0             | 0            | <b>9,730</b>  | 1,200         |
|          | SE Museums Collections Care  | 0             | 305          |               | 0             |
|          |                              | <b>0</b>      | <b>9,730</b> |               | <b>3,350</b>  |
| <b>3</b> | <b>CHARITABLE ACTIVITIES</b> |               |              |               |               |
|          | Admissions                   | 5,637         | 0            | 5,637         | 6,912         |
|          | Fund Raising Events          | 1,154         | 0            | 1,154         | 142           |
|          | Rental Charge                | 100           | 0            | 100           | 0             |
|          | School Visits                | 1,010         | 0            | 1,010         | 917           |
|          | Workshops and Lectures       | 207           | 0            | 207           | 986           |
|          |                              | <b>8,108</b>  | <b>0</b>     | <b>8,108</b>  | <b>8,957</b>  |
| <b>4</b> | <b>TRADING ACTIVITIES</b>    |               |              |               |               |
|          | Retail Sales                 | 15,506        | 0            | 15,506        | 13,713        |
|          |                              | <b>15,506</b> | <b>0</b>     | <b>15,506</b> | <b>13,713</b> |
| <b>5</b> | <b>DONATIONS</b>             |               |              |               |               |
|          | 10 for £10K                  | 0             | 215          | 215           | 0             |
|          | Corporate                    | 200           | 0            | 200           | 0             |
|          | Individual                   | 1,031         | 0            | 1,031         | 711           |
|          | Sponsorship                  | 600           | 0            | 600           | 0             |
|          |                              | <b>1,831</b>  | <b>215</b>   | <b>2,046</b>  | <b>711</b>    |
| <b>6</b> | <b>OTHER INCOME</b>          |               |              |               |               |
|          | Bank Interest- Fixed Deposit | 1,556         | 0            | 1,556         | 676           |
|          | Corporate Refund             | 0             | 0            | 0             | 1,287         |
|          | Bank Interest- Savings       | 30            | 0            | 30            | 0             |
|          |                              | <b>1,586</b>  | <b>0</b>     | <b>1,586</b>  | <b>1,963</b>  |

**Herne Bay Museum Trust - Registered Charity No. 1160344**  
**Notes to Statement of Financial Affairs for Year Ending 31st March 2025**

**ANALYSIS OF EXPENDITURE**

| NOTE     | EXPENDITURE                        | UNRESTRICTED  | RESTRICTED   | TOTAL<br>2024/25 | TOTAL<br>2023/24 |
|----------|------------------------------------|---------------|--------------|------------------|------------------|
| <b>7</b> | <b>CHARITABLE ACTIVITIES</b>       |               |              |                  |                  |
|          | Association of Independent Museums | 71            | 0            | 71               | 0                |
|          | Collection Management              | 0             | 305          | 305              | 2,317            |
|          | Education and Outreach             | 224           | 59           | 283              | 968              |
|          | Exhibitions                        | 574           | 0            | 574              | 519              |
|          | Financial and Legal                | 0             | 0            | 0                | 626              |
|          | General Supplies                   | 574           | 0            | 574              | 0                |
|          | Hall Hire                          | 0             | 42           | 42               | 0                |
|          | Insurance                          | 465           | 0            | 465              | 406              |
|          | Management                         | 24,604        | 0            | 24,604           | 24,961           |
|          | Marketing                          | 176           | 0            | 176              | 709              |
|          | Office Supplies                    | 723           | 0            | 723              | 2,789            |
|          | Pride in Place                     | 2,757         | 9,023        | 11,780           | 0                |
|          | Shop Supplies                      | 423           | 0            | 423              | 102              |
|          | Staffing                           | 0             | 0            | 0                | 684              |
|          | Zettle Fees                        | 241           | 0            | 241              | 0                |
|          | <b>Occupancy</b>                   | 0             | 0            | 0                | 2,150            |
|          | Broadband                          | 1,546         | 0            | 1,546            | 0                |
|          | Cleaning                           | 440           | 0            | 440              | 0                |
|          | Security                           | 180           | 0            | 180              | 0                |
|          | Waste Collection                   | 590           | 0            | 590              | 0                |
|          | Window Cleaning                    | 160           | 0            | 160              | 0                |
|          | Sundry                             | 339           | 0            | 339              | 0                |
|          | <b>Utilities</b>                   | 0             | 0            | 0                | 6,648            |
|          | Electricity                        | 3,161         | 0            | 3,161            | 0                |
|          | Gas                                | 2,613         | 0            | 2,613            | 0                |
|          | Water                              | 264           | 0            | 264              | 0                |
|          |                                    | <b>40,125</b> | <b>9,429</b> | <b>49,554</b>    | <b>42,879</b>    |

The sections covering occupancy and utilities in the 2023 - 2024 accounts have been expanded in the 2024 - 2025 accounts to give a clearer picture of individual costs.

|          |                           |              |            |              |              |
|----------|---------------------------|--------------|------------|--------------|--------------|
| <b>8</b> | <b>TRADING ACTIVITIES</b> |              |            |              |              |
|          | Stock Retail              | 4,126        | 115        | 4,241        | 4,021        |
|          | Stock Sale or Return      | 4,512        | 0          | 4,512        | 3,115        |
|          |                           | <b>8,638</b> | <b>115</b> | <b>8,753</b> | <b>7,136</b> |

**Herne Bay Museum Trust - Registered Charity No. 1160344**  
**Notes to Statement of Financial Affairs for Year Ending 31st March 2025**

|                              | UNRESTRICTED                      | RESTRICTED   | TOTAL<br>2024/25 | TOTAL<br>2023/24 |
|------------------------------|-----------------------------------|--------------|------------------|------------------|
| <b>9</b>                     | <b>RESTRICTED GRANTS EXPENDED</b> |              |                  |                  |
| Anon Donation                | 0                                 | 15           | 15               | 0                |
| CO-OP Community Fund         | 0                                 | 0            | 0                | 8                |
| Community Volunteer          | 0                                 | 0            | 0                | 465              |
| Audience Champions           | 0                                 | 50           | 50               | 0                |
| Collection Care              | 0                                 | 305          | 305              | 709              |
| Digital Transformation       | 0                                 | 59           | 59               | 801              |
| Disability Awareness         | 0                                 | 24           | 24               | 0                |
| Family Friendly Audits       | 0                                 | 91           | 91               | 0                |
| Herne Bay Festival           | 0                                 | 42           | 42               | 139              |
| HLF Pudding Heritage Project | 0                                 | 86           | 86               | 0                |
| Pride in Place               | 0                                 | 8,750        | 8,750            | 0                |
| QRA Quarternary              | 0                                 | 122          | 122              | 830              |
|                              | <b>0</b>                          | <b>9,544</b> | <b>9,544</b>     | <b>2,952</b>     |

|                      |                               |               |          |          |
|----------------------|-------------------------------|---------------|----------|----------|
| <b>10</b>            | <b>TRANSFER BETWEEN FUNDS</b> |               |          |          |
| Herne Bay Festival   | 633                           | -633          | 0        | 0        |
| CO-OP Community Fund | 589                           | -589          | 0        | 0        |
|                      | <b>1,222</b>                  | <b>-1,222</b> | <b>0</b> | <b>0</b> |

**11** Cash Credit paid into Lloyds Bank 4th March 2025 but not applied to account. Resolved by Lloyds and account credited 11th April 2025.

**12** Records indicate cheque written re sale and return items but no details available and would have been prior to August 2022. Written off in these accounts as cheque well out of date.

Approved by the Trustees on 25th September 2025

## **Independent Examiners Report to the Trustees of Herne Bay Museum Trust Registered Charity Number 1160344**

I report to the Trustees on my examination of the accounts of Herne Bay Museum Trust (the Charity) for the year ended 31<sup>st</sup> March 2025.

### **Responsibilities and Basis of the Report**

As the Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 in connection with the examination given me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

Signed:



Name:

R. P. CORBELL

Address:

Date:

18-9-2025

## Herne Bay Museum Trust Registered Charity no. 1160344

### Reserves Policy – Review Date 13th November 2025

The overriding objective of the Trust is to ensure the long-term financial security of the Museum.

The Reserves Policy was set in July 2016 set to reflect one year's operating expenditure to allow time to react to any major drop in income or unexpected increase in costs.

Various reviews have taken place since 2016, and reserve amounts adjusted to reflect the operating performance.

In 2019 the Trustees agreed to set aside £26,000 to protect against possible long-term uncertainty about funding and set this figure to hold in reserve being, at the time, sufficient to cover one year's operating expenditure.

Since then, running costs have increased, the annual management fee from Canterbury City Council (CCC) reduced to £15,000 and the Museum Managers hours increased with the resultant outcome that the reserve held would not cover the intended purpose.

The Lease to the Trust from CCC was renewed in July 2020 for a period of seven years until July 2027'

Initially the grant from CCC was to cover the Management costs.

It can be seen from the 2024/2025 financial accounts that these management costs now exceed the CCC grant and reliance upon day-to-day income is vital.

To give a clearer picture of how vital to the Trusts finances the CCC grant is, if it had not been received in the past three financial years the following short falls would have occurred.

2022 to 2023 £25,563 (Actual deficit £10,563)

2023 to 2024 £21,734 (Actual Deficit £6,734)

2024 to 2025 £21,732 (Actual Deficit £6,732)

Therefore, it is vital that funds continue to be set aside as reserves to ensure the long-term financial security of the Museum not only to maintain the current level but look toward increases where funds allow.

The current uncertainties include the funding continuation from CCC, the terms of the Lease upon renewal and future levels of income.

#### PRESENT POSITION

- £26,000 is held on a Lloyds Bank Fixed Interest Deposit maturing in February 2026.
- Residual Unrestricted Funds are held on a Lloyds Bank Instant Access (IA) Deposit Account from which funds are transferred as and when required.

#### FORWARD PLAN

- Upon the maturity of the £26,000 in February 2026 consideration to be given to investing with COIF Charities Deposit/Investment Funds where rates of interest and yields are greater.
- Look towards annual additions to the COIF Funds.
- Keep the Lloyds IA account as a 'drip feed' to the General bank account.
- Review the Policy at least every six months.

**HERNE BAY MUSEUM TRUST**

England & Wales - Charity number 1160344

---

# Accounts

---

HERNE BAY MUSEUM TRUST  
CHARITY NO. 1160344

HERNE BAY  
MUSEUM  
TRUST

# ANNUAL REPORT 2023/2024

FOR  
THE SEASIDE MUSEUM  
12 WILLIAM STREET  
HERNE BAY CT6 5EJ

the  
**SEASIDE  
MUSEUM**  
HERNE BAY



# A WORD FROM THE CHAIR OF TRUSTEES

Our volunteers continue to do sterling work. They freely give of their time to cover the reception with welcoming greetings, serve in the shop which is increasingly busy, stocktake, keep the premises tidy and clean and run many varied events. These help to create a busy, loved and successful local museum. We have a large number of willing volunteers but always will welcome more. My grateful thanks to this loyal band.

Thank you to our Trustees. Their work is often unseen but is essential. They are rightly proud of what the Museum has achieved so far and working hard to plan for a secure future. Rising costs are impacting annually and the Board is fully aware that we require careful financial planning.

The museum continues to be grateful to Canterbury City Council for its annual grant and building maintenance.

The Museum is fortunate to have a proficient part-time Manager. Clare has worked tirelessly to guide and supervise our every step since we took over management in early 2015.

Our series of continuing temporary exhibitions are always well received. The following pages will enable you to appreciate the importance of our Collection, our work with the local community, schools, visitors including many from overseas, the breadth of exhibitions and events.

We are currently making progress on an exciting refurbishment of the first floor which we believe will bring increased visitor numbers and interest. Once again, my appreciation and thanks to all involved and grateful appreciation and future warm welcome to our visitors.

**ALAN PORTER**

CHAIR OF TRUSTEES



# GOVERNANCE AND STAFFING

The Seaside Museum Herne Bay is a non-profitmaking venture run by the Herne Bay Museum Trust under a Management Agreement with Canterbury City Council, and managed and run by volunteers and a part time manager.

## Background

Herne Bay's museum was threatened with closure in 2014. Herne Bay Museum Trust was founded and went through a tender process with Canterbury City Council to run the museum. The Trust has been contracted by CCC to provide museum services at the museum in Herne Bay since July 2015. The Trust receives a small management fee used for running the museum. The contract will end on 31st March 2027. A lease for use of the building, at a peppercorn rent, will expire on the same date.

The Trust is a Charitable Incorporated Organisation (association status) run by a Board of nine Trustees although maximum membership has never exceeded eight and currently stands at five.

## TRUSTEES

There continues to be an urgent need to recruit more trustees to fill the vacant places.

Alan Porter (Chair)  
Judy Saunders (appointed Deputy Chair  
October 2023)  
Eileen Wellings  
Kate Hopcraft  
Douglas Downing  
Edward Baker (resigned April 2023)  
Jacqui Rands (appointed April 2023)

## VOLUNTEERS

Our group of volunteers have been kept busy this year.

- Welcoming visitors to the shop and the museum.
- Assisting with documentation and cataloguing of collections.
- Facilitating school and community group visits.
- Re-displaying permanent exhibitions.
- Installing temporary exhibitions
- Facilitating events and activities
- Assisting with museum administration.

## STAFF

Clare Goodwin, part time Museum  
Manager (30 hours a week).

## VOLUNTEERS

A Collection Care training session with Spencer and Fry was held in the summer to learn about handling, conserving and caring for objects.

Several get togethers were held which provided a great opportunity to meet other volunteers and catch up with museum news.



A group of volunteers organised our first Quiz night and raffle which was very popular and raised funds for the running of the museum.

2249 were hours given by volunteers to keep the museum and shop open (includes volunteers attending for Front of House training).

Behind the scenes volunteers gave 1295 hours working with the collection, preparing and providing for school visits, banking, planning and preparing brought in and makers' stock for the shop as well as regular stock audits and maintenance of the shop area, emergency light and fire exit testing and Trustee time.

310 volunteer hours were spent preparing and providing events, talks and activities.

A total of 3854 hours of volunteer time equating to £44,089.76 based on £11.44 minimum wage.

## VISITORS

The museum was open every week, 5 days a week for a total of 262 days (1119.5 hours) . A total of 8213 people visited the museum and shop this year. 4003 visited the museum, 2895 used the shop, 771 attended museum events and activities and 544 school children and their adults attended school visits.

Volunteers facilitated or attended over 50 events on behalf of the museum.

Volunteers have given talks about the Dambusters, Roman Pudding Pans and the history of the museum to WI groups, historical society groups and community groups. Exhibition curators gave talks about Making Do and Mending and Hoodening.

We collaborated with Birdwise for two of our Seashore Secrets sessions at the museum.

We held activities associated with our temporary exhibitions such as 'Making a Button Picture' for the Make Do and Mend exhibition or creating and performing a Hoodeners play as part of the Hoodening exhibition.

During the summer holidays we held several Lego days and watched imaginations take over.

We held two Flint and Fossil days, during those days visitors were able to test out modern day flints by cutting fruit, vegetables and leather. Handle the tools of our prehistoric ancestors and learn more about flints and fossils in our collection.

We opened up our Museum Store to the public to give access to objects in storage and to discuss the challenges of caring for a museum collection.

Over the year we have taken the museum outside with Seasonal Wildflower Walks. Played and learned on the beach with our Seashore Safaris, Seashore Days and Scavenger Hunts. A group of volunteers led a walking tour of Herne looking into the Herne's Smuggling Secrets. We also held our annual New Year's Day Litter Pick to help clean the streets and beach of Herne Bay.



We joined in with Dinosaur Day activities and a Vintage Christmas Day at Herne Bay library. We also took objects to the Dover History Day and Powell Cotton History Day. Volunteers attended the annual launch of the New Wheels of Time scheme at Ramsgate Tunnels.

We held several Meet Us at the Museum Days to recruit new volunteers. This was an opportunity for anyone interested in volunteering to meet current volunteers and learn more about opportunities at the museum.

In the summer of 2023 we joined other organisations at the Memorial Park for Baytastic. We took along a box of 'mystery' objects for people to discuss their uses and promoted our events for Herne Bay Festival.

We finished off 2023 with performances by three different Hoodening Groups from Canterbury, Whitstable and St Nicholas at Wade.

We have continued to participate in the Wheels of Time scheme. Signing up school age children to this scheme encourages them to visit the many independent museum around Kent.



Our programme of temporary exhibitions continued covering a variety of interests and were well received by our visitors.

1 April to 6 May 2023 **Herne Bay the Healthiest Spot** – *photography exhibition/competition featuring photographs from members of the public. Visitors were invited to vote for their favourites, the top 12 made up our 2024 calendar.*

13 May to 8 July 2023 **The Brothers Dalziel – A Family of Artists and Engravers** *curated by Douglas Dowling*

15 July to 9 September 2023 **Duchamp and the Cartoonists** *curated by Herne Bay Cartoon Festival*

16 September to 11 November 2023 **Cabinet of Curiosities – Objects from the Museum Store** *curated by Herne Bay Museum Trust*

18 November 2023 to 10 January 2024 **The Hooden Horse: A Christmas Masquerade** *curated by James Frost*

20 January to 16 March 2023 **Make Do and Mend – Nothing New!** *curated by Kent Costume Trust*

**Herne Bay the Healthiest Spot**  
A photographic exhibition at the Seaside Museum

1 April to 6 May 2023  
OPEN TUESDAY TO SATURDAY  
11AM TO 4PM  
12 WILLIAM STREET, HERNE BAY CT6 5EJ  
01227 367368  
theseasidemuseumhernebay.org

Vote for your favourites - the top 12 will make up our 2024 calendar  
Herne Bay Museum Trust Charity No. 1160344

**The Brothers Dalziel**  
A Family of Artists and Engravers

The Seaside Museum  
Herne Bay  
13 May - 8 July 2023

OPEN TUESDAY - SATURDAY, 11AM - 4PM  
12 WILLIAM STREET, HERNE BAY, CT6 5EJ  
THESEASIDEMUSEUMHERNEBAY.ORG  
Tel: 01227367368

**DUCHAMP and the CARTOONISTS**

SEASIDE MUSEUM  
12 WILLIAM STREET HERNE BAY CT6 5EJ  
Opening times: Tuesday to Saturday, 11am to 4pm  
01227 367368 theseasidemuseumhernebay.org

**15th JULY to 9th SEPTEMBER 2023**  
Part of Herne Bay Cartoon Festival

**CABINET OF CURIOSITIES**  
OBJECTS FROM THE MUSEUM STORE

FIRST TRAM LEAVES FOR PIER HEAD 10 A.M.  
LAST TRAM LEAVES PIER HEAD 9.30 P.M.

WILLIAM STREET POST OFFICE

16 SEPTEMBER TO 11 NOVEMBER 2023  
TUESDAY TO SATURDAY  
AT THE SEASIDE MUSEUM  
12 WILLIAM STREET, HERNE BAY CT6 5EJ  
01227 367368  
THESEASIDEMUSEUMHERNEBAY.ORG  
Herne Bay Museum Trust Charity No. 1160344

**THE HOODEN HORSE: A CHRISTMAS MASQUERADE**  
18 NOVEMBER 2023 TO 13 JANUARY 2024

TUESDAY TO SATURDAY  
11AM TO 3PM

THE SEASIDE MUSEUM  
12 WILLIAM STREET  
HERNE BAY CT6 5QH  
01227 367368  
THESEASIDEMUSEUMHERNEBAY.ORG

**MAKE DO AND MEND**  
-NOTHING NEW!  
WITH KENT COSTUME TRUST

20 JANUARY TO 16 MARCH 2024  
TUESDAY TO SATURDAY 11AM TO 3PM

**THE SEASIDE MUSEUM**  
12 WILLIAM STREET, HERNE BAY CT6 5EJ  
THESEASIDEMUSEUMHERNEBAY.ORG  
01227367368  
HERNE BAY MUSEUM TRUST CHARITY NO. 1160344

---

## SCHOOLS

2023/2024

Our Education and Outreach volunteers received 479 school children and 65 accompanying adults during 13 school visits. School visits were from Cuxton School in Rochester, Smarden School, St Benedicts Primary School in Chatham, St Marys Primary School in Ashford, Hoath School, Boughton Under Blean Primary School, Westgate Primary School, Herne Bay Infants and Herne Infants.

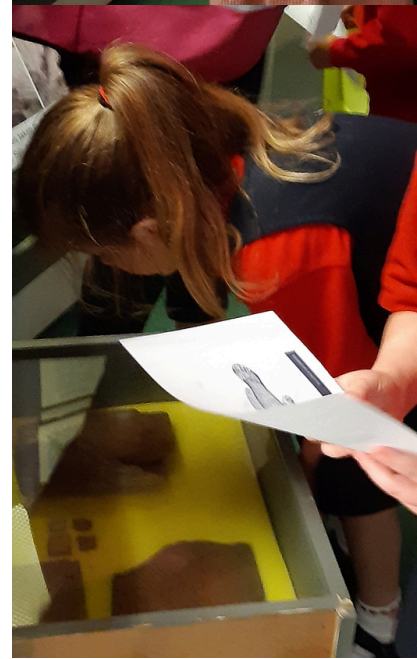
Volunteers prepared and presented sessions on the Victorian Seaside, fossils, the changing seashore, Herne Bay's History, erosion and sea defences, Herne Bay's Pier and World War II.

Throughout the school year we have received regular visits from children at Avenue Nursery and pupils from Herne Bay High School.

Reculver Beavers used the museum for one of their sessions and learned about flints and Roman pudding pans all facilitated by volunteers from our Education and Outreach team.

## COMMUNICATION

We have stayed in touch with our visitors and supporters through regular newsletters. We have also maintained our social media presence on Facebook, Instagram and X plus our website (to be reviewed),



## COLLECTIONS

The collection of objects at the Seaside Museum is an important record of Herne Bay's heritage. Its reorganisation which was commenced in late 2022 was completed by March 2024. This involved rehousing objects in separate boxes by what they are made of (e.g. china, glass, metal, wood, textile, paper etc) and in the case of paper objects by their purpose (e.g. guides, programmes, photographs etc). Care for paper objects and photographs has been improved by their housing polyester pockets. To improve access and care, paper objects are now placed in archival folders and arranged by year of accession.

The collection continued to grow in 2023-4 with 18 donations comprising 75 objects. In addition, there were two major donations. The Herne Bay Historical Records Society gifted 120 objects, and of note were the Welby collection of fire marks, the Herne Bay Market toll list board, and a large panorama of Herne Bay seafront. J Oakley gifted a collection of over 600 commercial receipts from businesses in the town dated to the early 20th century.

An application to South East Museums Development for a collections care grant of £700 was successful and enabled the purchase of polyester pockets, museum grade storage boxes and acid free tissue paper vital to the care of the collection.

Effort has been made wherever possible to bring objects out of store for the public to view either in the museum or at events outside. An exhibition 'Cabinet of Curiosities' displayed an eclectic range of objects that had not seen the light of day for decades, if at all. The 'People's case' in the museum's foyer showed a range of objects that reflected Herne Bay's past glory as a holiday resort. It also showed objects relating to past coronations to celebrate the King's coronation in May 2023. In June 2023 the museum participated in the 'Kent History Day' event held at Dover Museum, the theme for which was transport, and displayed a variety of objects from the collection.

Archaeological objects were loaned out for workshops, and several posters were loaned to Ditchling Museum of Arts and Crafts for display. Original artwork was borrowed (loan in) from the Templeman Collection at the University of Kent for a town event that celebrated the artist Duchamp and his work.

The museum continues to work closely with Canterbury City Council Museums service by managing the Herne Bay collection on its behalf and had regular meetings with Collections Manager Craig Bowen who is thanked for his guidance and support.



The Honorary Curator has been very ably assisted by Barbara Delaney who brought a wide range of knowledge and skills in collections management. Barbara stood down as a volunteer at the end of March for personal reasons and is thanked for her help and support over many years. Lesley Tivey joined us in early 2023 and has devoted her time to the demanding task of curating and researching the recently acquired collection of receipts.

Ian Tittley  
Honorary Curator

## ARCHAEOLOGICAL COLLECTION

In April the museum received a QRA Quarternary Grant to purchase two replica skulls (Homo heidelbergensis Skull and Homo neanderthalensis Skull). These have been used at various events.

### Conservation of Palaeolithic artefacts:

Work has now been completed to update the database and repackage these artefacts. All artefacts are now wrapped in tissue and placed in individual archaeological finds bags, the bag labels contain the item number and brief details. This work was assisted by students from the University of Kent.

### Outreach

Palaeolithic handaxes and fossil outreach boxes were prepared for the Library's Dinosaur Day.

The Seaside Museum attended the Heritage Fair at Powell-Cotton Museum; Palaeolithic stone tools were displayed along with presentation boards on the collection's significance.

Two one-day pop-up exhibitions titled People and Beast of the Ice Age were held; these were very successful and well-attended events. I was assisted by students from Christ Church University, Canterbury.

I gave a talk to the Isle of Thanet Archaeological Society, "The Lost Worlds of the Palaeolithic: The Evidence from East Kent", giving the latest news about the dating and importance of the Fordwich handaxes held in the Seaside Museum.



## Publications

A number of research papers that have drawn on research in the museum over the past year 2023-24 have now come to fruition, are now published, and are available to access digitally online. These can be found in the Lithics Journal, Antiquity, Journal of Photography and Culture and The Antiquaries Journal.

On behalf of all researchers, I'd like to thank the museum for allowing access to the important collections for these and continuing works.

Pete Knowles

PhD Paleolithic Archaeology at Durham University

## GALLERIES

The galleries group have had another busy year enhancing the permanent case displays. This year's work has focussed on cases that cover Leisure and Pleasure in Herne bay and Visiting and Staying in Herne Bay.



---

RETAIL

2023/2024

This year the Retail Group have concentrated on maintaining the high standard of goods that can be bought in the shop. They have also searched for different suppliers who provide high quality, reasonably priced stock.

The group has looked at developing a range of goods that are exclusive to the museum, Colour was added to a design that was made for the museum a few years ago. We have produced postcards, posters, bags and coaster of this print.

Our 2024 calendar created from the top 12 photographs from the Herne Bay Healthiest Spot exhibition was very popular with shoppers.

Members of the retail group are always on the look out for new local Makers to supply the shop on a sale or return basis. Several new makers now have their stock in the shop. Ensuring that visitors and shoppers have a wide variety of items to purchase.

The museum shop continues to be one of the main sources of revenue for the Trust.



TRIP ADVISOR

-It's a small museum, but there are lots of interesting things to see. Our daughter enjoyed doing a trail which encouraged her to look and find answers from the displays. It was really interesting to see the old maps and photos of Herne Bay.

There is a shop selling some lovely crafts by local artists and some Herne Bay souvenirs.

-Very sweet and interesting. It's not massive but has a very interesting collection of artifacts from pre historic to fairly modern. It's a place worth visiting to keep it alive as if we don't use them they go and gone forever. Lovely 2 ladies who were full of knowledge wit and humour. Go see it keep it going.

-Very interesting museum about the town and its history and the wider area. Well informed and helpful volunteer staff made this a very enjoyable visit - thank you!

GOOGLE BUSINESS

I went there recently for the first time and I was very impressed.

It's a bigger museum than it looks from the outside and is on 2 floors, (there's a - rather slow - lift for those that need it).

The ladies working there were very pleasant, and the main thing - the exhibits - are varied and interesting and very well set out.

It's not expensive either and is most definitely worth a visit.

Well presented, wide coverage of local interest. Highly dedicated volunteers

Visited their Stone Age exhibit. What an insane collection of flint hand axes from the local area they have. Truly a collection that rivals some of the big museums in London. Some amazing artefacts from different eras too! Amazing little museum and a must visit!

Staff so friendly, and. Information about Herne bay was fantastic, found it very interesting, Thankyou again

Such a lovely hidden gem. We came across through wandering the streets of Herne Bay. Such a shame this isn't listed as things to do and see in Herne Bay when searching on Google.

---

## WHAT OUR VISITORS SAY

2023/2024

### VISITORS BOOK - a sample of comments

- Very interesting museum and fun for children
- Very good for the town - brilliant
- A lovely little museum with a lot to see and learn about Herne Bay
- So much here to make you smile and be thankful for seaside memories. Thank you!
- What a fantastic museum we are so lucky to see al the amazing history and artifacts shown. A warm welcome and very informative.
- Came to find out more about the old pier, lots of interesting info - thank you.
- A fascinating museum, all things British seaside and holidays of the years past. Lovely to spend time here with my daughter. Thank you!
- A lovely, bright and most interesting museum - we've learned a lot about the area.
- Fascinating! Many thanks to all involved with the museum. Friendly and helpful staff today - lovely to meet you!
- Didn't realise that the museum was so extensive. Used to holiday at Reculver in the 60s and 70s and this reminded me so much of those days.



# HERNE BAY MUSEUM TRUST

Registered Charity No. 1160344

12 William Street, Herne Bay, Kent CT6 5EJ

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED

31st March 2024

|  |   | Notes           |                |                 |
|--|---|-----------------|----------------|-----------------|
|  |   | 2023/24         |                |                 |
|  |   | Unrestricted    | Restricted     | TOTAL           |
| <b>Incoming Resources</b>                |   |                 |                |                 |
| Management fee and Grants received       | 1 | 15000.00        | 3350.51        | 18350.51        |
| Charitable activities                    | 2 | 8957.07         | 0.00           | 8957.07         |
| Trading activities                       | 3 | 13713.12        | 0.00           | 13713.12        |
| Donations                                | 4 | 695.52          | 15.00          | 710.52          |
| Other Income                             | 5 | 1963.32         | 0.00           | 1963.32         |
|  |   | <b>40329.03</b> | <b>3365.51</b> | <b>43694.54</b> |
| <b>Resources Expended</b>                |   |                 |                |                 |
| Charitable activities                    | 6 | 39927.19        | 0.00           | 39927.19        |
| Grants expended                          | 7 | 0.00            | 2952.25        | 2952.25         |
| Trading activities                       | 8 | 7136.20         | 0.00           | 7136.20         |
| Other expenditure                        | 9 | 0.00            | 0.00           | 0.00            |
|  |   | <b>47063.39</b> | <b>2952.25</b> | <b>50015.64</b> |
| <b>Net Surplus (-Deficit) for period</b> |   | <b>-6734.36</b> | <b>413.26</b>  | <b>-6321.10</b> |

## BALANCE SHEET

### FIXED ASSETS

|                 |  | 2023/24      |            |       |
|-----------------|--|--------------|------------|-------|
|                 |  | Unrestricted | Restricted | TOTAL |
| Tangible Assets |  | 0.00         | 0.00       | 0.00  |

### CURRENT ASSETS

|                          |    |                 |                |                 |
|--------------------------|----|-----------------|----------------|-----------------|
| Stock                    | 10 | 3248.59         | 0.00           | 3248.59         |
| Debtors                  | 11 | 0.00            | 0.00           | 0.00            |
| Cash at bank and in hand | 12 | 55236.80        | 4589.59        | 59826.39        |
|                          |    | <b>58485.39</b> | <b>4589.59</b> | <b>63074.98</b> |

### CREDITORS:

|   |    |         |  |         |
|---|----|---------|--|---------|
| Less: Amounts falling due within one year | 13 | -146.18 |  | -146.18 |
|---|----|---------|--|---------|

### NET CURRENT ASSETS

|  |  |                 |                |                 |
|--|--|-----------------|----------------|-----------------|
|  |  | <b>58339.21</b> | <b>4589.59</b> | <b>62928.80</b> |
|--|--|-----------------|----------------|-----------------|

### NET TOTAL ASSETS before Provisions

|  |  |                 |                |                 |
|--|--|-----------------|----------------|-----------------|
|  |  | <b>58339.21</b> | <b>4589.59</b> | <b>62928.80</b> |
|--|--|-----------------|----------------|-----------------|

### CREDITORS: falling due after one year

|  |  |      |      |      |
|--|--|------|------|------|
|  |  | 0.00 | 0.00 | 0.00 |
|--|--|------|------|------|

### NET ASSETS

|  |  |                 |                |                 |
|--|--|-----------------|----------------|-----------------|
|  |  | <b>58339.21</b> | <b>4589.59</b> | <b>62928.80</b> |
|--|--|-----------------|----------------|-----------------|

Represented by:

|                    |    |          |         |          |
|--------------------|----|----------|---------|----------|
| RESTRICTED FUNDS   | 14 | 0.00     | 4589.59 | 4589.59  |
| UNRESTRICTED FUNDS | 15 | 55236.64 |         | 59827.25 |
|                    |    |          |         |          |

## HERNE BAY MUSEUM TRUST

### Notes to the Accounts for the period ended 31st March 2024

| INCOME        |  | 2023/24         |                |                 |
|---------------|--|-----------------|----------------|-----------------|
|               |  | Unrestricted    | Restricted     | TOTAL           |
| <b>Note 1</b> | <b>Grants Received</b>                   |                 |                |                 |
|               | Canterbury City Council - Management Fee | 15000.00        | 0.00           | 15000.00        |
|               | Restricted grants                        | 0.00            | 3350.51        | 3350.51         |
|               |  | <b>15000.00</b> | <b>3350.51</b> | <b>18350.51</b> |
| <b>Note 2</b> | <b>Charitable activities</b>             |                 |                |                 |
|               | General admissions                       | 6912.07         | 0.00           | 6912.07         |
|               | School Visits                            | 917.00          |                | 917.00          |
|               | Workshops and Lectures                   | 986.00          | 0.00           | 986.00          |
|               | Raffle Income                            | 142.00          | 0.00           | 142.00          |
|               | Rental Charge                            | 0.00            | 0.00           | 0.00            |
|               | Gift aid                                 | 0.00            | 0.00           | 0.00            |
|               |  | <b>8957.07</b>  | <b>0.00</b>    | <b>8957.07</b>  |
| <b>Note 3</b> | <b>Trading activities</b>                |                 |                |                 |
|               | Retail Sales                             | 13713.12        | 0.00           | 13713.12        |
|               | Postage stamps                           | 0.00            | 0.00           | 0.00            |
|               |  | <b>13713.12</b> | <b>0.00</b>    | <b>13713.12</b> |
| <b>Note 4</b> | <b>Donations Received</b>                |                 |                |                 |
|               | Individuals                              | 695.52          | 15.00          | 710.52          |
|               | Corporate                                | 0.00            | 0.00           | 0.00            |
|               | Sponsorship                              | 0.00            | 0.00           | 0.00            |
|               |  | <b>695.52</b>   | <b>15.00</b>   | <b>710.52</b>   |
| <b>Note 5</b> | <b>Other Income</b>                      |                 |                |                 |
|               | Interest Received on Deposit Account     | 676.00          | 0.00           | 676.00          |
|               | Corporate refund                         | 1287.32         | 0.00           | 1287.32         |
|               | Other income                             | 0.00            | 0.00           | 0.00            |
|               |  | <b>1963.32</b>  | <b>0.00</b>    | <b>1963.32</b>  |
|               | <b>TOTAL INCOME</b>                      | <b>40652.03</b> | <b>3365.51</b> | <b>44017.54</b> |

## EXPENDITURE

| 2023/24      |            |       |
|--------------|------------|-------|
| Unrestricted | Restricted | TOTAL |

### Note 6 Charitable activities

|                                     |                 |                |                 |
|-------------------------------------|-----------------|----------------|-----------------|
| Depreciation of Fixed Assets        | 0.00            | 0.00           | 0.00            |
| Occupancy                           | 2149.49         | 0.00           | 2149.49         |
| Utilities                           | 6648.08         | 0.00           | 6648.08         |
| Office Costs                        | 2497.66         | 291.10         | 2788.76         |
| Insurance                           | 405.58          | 0.00           | 405.58          |
| Marketing - Publicity and Promotion | 709.00          | 0.00           | 709.00          |
| Exhibitions                         | 519.38          |                | 519.38          |
| Staffing                            | 218.80          | 465.55         | 684.35          |
| Management                          | 24960.82        | 0.00           | 24960.82        |
| Financial & Legal                   | 626.47          | 0.00           | 626.47          |
| Retail Materials                    | 102.09          | 0.00           | 102.09          |
| Collections Management              | 967.22          | 1349.52        | 2316.74         |
| Education and Outreach              | 122.60          | 846.08         | 968.68          |
|                                     | <b>39927.19</b> | <b>2952.25</b> | <b>42879.44</b> |

### Note 7 Restricted Grants and Donations Expended

|                                     |                |                    |
|-------------------------------------|----------------|--------------------|
| Co-op Community Fund Grant          | 8.00           | <i>See Note 16</i> |
| Quarternary QRA Grant               | 830.08         |                    |
| Community Volunteering Grant        | 465.55         |                    |
| SE Museums - Digital Transformation | 800.98         |                    |
| Herne Bay Festival Fund             | 139.10         | <i>See Note 16</i> |
| SE Museums - Collection Care        | 708.54         |                    |
|                                     | <b>2952.25</b> |                    |

### Note 8 Purchases of Merchandise

|                          |                |             |                |
|--------------------------|----------------|-------------|----------------|
| Retail Stock             | 4020.80        | 0.00        | 4020.80        |
| Sale or Return purchases | 3115.40        | 0.00        | 3115.40        |
|                          | <b>7136.20</b> | <b>0.00</b> | <b>7136.20</b> |

### Note 9 Other Expenditure

|  |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--|-------------|-------------|-------------|

### Note 10 Stock on hand at cost

|  |                |  |                |
|--|----------------|--|----------------|
|  | <b>3248.59</b> |  | <b>3248.59</b> |
|--|----------------|--|----------------|

### Note 11 Debtors

|  |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--|-------------|-------------|-------------|

### Note 12 Cash at bank and in hand

|                                |                 |                |                 |
|--------------------------------|-----------------|----------------|-----------------|
| Bank balance - Current Account | 28562.16        | 4589.59        | 33151.75        |
| Bank balance - Savings Account | 26000.00        | 0.00           | 26000.00        |
| Unbanked cash in hand          | 434.85          | 0.00           | 434.85          |
| Unbanked credit card payments  | 93.25           | 0.00           | 93.25           |
| Petty cash float               | 50.00           | 0.00           | 50.00           |
| Cash in safe                   | 46.54           | 0.00           | 46.54           |
| Till float                     | 50.00           | 0.00           | 50.00           |
|                                | <b>55236.80</b> | <b>4589.59</b> | <b>59826.39</b> |

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

Cheques issued but not presented  
Retail sale or return (Makers)

|               |             |               |
|---------------|-------------|---------------|
| 146.18        | 0.00        | 146.18        |
| <b>146.18</b> | <b>0.00</b> | <b>146.18</b> |

**Note 14 Unspent restricted funds**

Disability Awareness Grant  
HLF - Pudding Pan Heritage Project  
Co-op Fund - Free School Visits  
QRA Quarternary Grant  
SE Museums - Digital Transformation  
Family Friendly Audits  
Audience Champions Grant  
HB Coastal Community Team  
Herne Bay Festival  
Individual Donation for first floor

|                |
|----------------|
| 23.71          |
| 85.71          |
| 3152.16        |
| 369.92         |
| 140.97         |
| 91.22          |
| 50.00          |
| 300.00         |
| 360.90         |
| 15.00          |
| <b>4589.59</b> |

**Note 15 Unrestricted Funds**

Brought forward from previous year  
Transfer to restricted funds (See note 14)  
Surplus/(Deficit) for year  
Carried forward

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| 61971.00        |                 | 66148.35        |
| 0.00            | -4589.59        |                 |
| -6734.36        | 413.26          | -6321.10        |
| <b>55236.64</b> | <b>-4176.33</b> | <b>59827.25</b> |

**Note 16 Transfer between funds**

Co-op Community Fund - school visits  
Herne Bay Festival Fund

|               |                |             |
|---------------|----------------|-------------|
| 382.00        | -382.00        | 0.00        |
| 360.90        | -360.90        | 0.00        |
| <b>742.90</b> | <b>-742.90</b> | <b>0.00</b> |

**CASH FUNDS AT YEAR END**

|  | <u>2023/24</u> |             |              |
|--|----------------|-------------|--------------|
|  | Unrestricted   | Restricted  | TOTAL        |
| Cash funds at previous year end          | 61971          | 4177        | 66148        |
| Net surplus/deficit for current year     | -6734          | 413         | -6321        |
| Estimated Cash funds at current year end | 55237          | 4590        | 59827        |
| Cash in hand (See Note 12)               | 55237          | 4590        | 59826        |
| Transfer between funds (See Note 16)     | 743            | -743        |              |
| <b>CASH FUNDS AT YEAR END</b>            | <b>55980</b>   | <b>3847</b> | <b>59826</b> |

# HERNE BAY MUSEUM TRUST

Registered Charity No. 1160344

12 William Street, Herne Bay, Kent CT6 5EJ

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31st March 2024

| Notes                                    | 2023/24      |                 |                |                 |
|--|--------------|-----------------|----------------|-----------------|
|  | Unrestricted | Restricted      | TOTAL          |                 |
| <b>Incoming Resources</b>                |              |                 |                |                 |
| Management fee and Grants received       | 1            | 15000.00        | 3350.51        | 18350.51        |
| Charitable activities                    | 2            | 8957.07         | 0.00           | 8957.07         |
| Trading activities                       | 3            | 13713.12        | 0.00           | 13713.12        |
| Donations                                | 4            | 695.52          | 15.00          | 710.52          |
| Other Income                             | 5            | 1963.32         | 0.00           | 1963.32         |
|  |              | <b>40329.03</b> | <b>3365.51</b> | <b>43694.54</b> |
| <b>Resources Expended</b>                |              |                 |                |                 |
| Charitable activities                    | 6            | 39927.19        | 0.00           | 39927.19        |
| Grants expended                          | 7            | 0.00            | 2952.25        | 2952.25         |
| Trading activities                       | 8            | 7136.20         | 0.00           | 7136.20         |
| Other expenditure                        | 9            | 0.00            | 0.00           | 0.00            |
|  |              | <b>47063.39</b> | <b>2952.25</b> | <b>50015.64</b> |
| <b>Net Surplus (-Deficit) for period</b> |              | <b>-6734.36</b> | <b>413.26</b>  | <b>-6321.10</b> |

## BALANCE SHEET

|  |    | 2023/24         |                |                 |
|--|----|-----------------|----------------|-----------------|
|  |    | Unrestricted    | Restricted     | TOTAL           |
| <b>FIXED ASSETS</b>                          |    |                 |                |                 |
| Tangible Assets                              |    | 0.00            | 0.00           | 0.00            |
| <b>CURRENT ASSETS</b>                        |    |                 |                |                 |
| Stock  | 10 | 3248.59         | 0.00           | 3248.59         |
| Debtors                                      | 11 | 0.00            | 0.00           | 0.00            |
| Cash at bank and in hand                     | 12 | 55236.80        | 4589.59        | 59826.39        |
|  |    | <b>58485.39</b> | <b>4589.59</b> | <b>63074.98</b> |
| <b>CREDITORS:</b>                            |    |                 |                |                 |
| Less: Amounts falling due within one year    | 13 | -146.18         |                | -146.18         |
| <b>NET CURRENT ASSETS</b>                    |    | <b>58339.21</b> | <b>4589.59</b> | <b>62928.80</b> |
| <b>NET TOTAL ASSETS before Provisions</b>    |    | <b>58339.21</b> | <b>4589.59</b> | <b>62928.80</b> |
| <b>CREDITORS: falling due after one year</b> |    | 0.00            | 0.00           | 0.00            |
| <b>NET ASSETS</b>                            |    | <b>58339.21</b> | <b>4589.59</b> | <b>62928.80</b> |

Represented by:

|                  |    |      |         |         |
|------------------|----|------|---------|---------|
| RESTRICTED FUNDS | 14 | 0.00 | 4589.59 | 4589.59 |
|------------------|----|------|---------|---------|

|                    |    |          |  |          |
|--------------------|----|----------|--|----------|
| UNRESTRICTED FUNDS | 15 | 55236.64 |  | 59827.25 |
|--------------------|----|----------|--|----------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

## HERNE BAY MUSEUM TRUST

Notes to the Accounts for the period ended 31st March 2024

### INCOME

| 2023/24      |            |       |
|--------------|------------|-------|
| Unrestricted | Restricted | TOTAL |

#### Note 1 Grants Received

|  |                 |                |                 |
|--|-----------------|----------------|-----------------|
| Canterbury City Council - Management Fee | 15000.00        | 0.00           | 15000.00        |
| Restricted grants                        | 0.00            | 3350.51        | 3350.51         |
|  | <b>15000.00</b> | <b>3350.51</b> | <b>18350.51</b> |

#### Note 2 Charitable activities

|                        |                |             |                |
|------------------------|----------------|-------------|----------------|
| General admissions     | 6912.07        | 0.00        | 6912.07        |
| School Visits          | 917.00         |             | 917.00         |
| Workshops and Lectures | 986.00         | 0.00        | 986.00         |
| Raffle Income          | 142.00         | 0.00        | 142.00         |
| Rental Charge          | 0.00           | 0.00        | 0.00           |
| Gift aid               | 0.00           | 0.00        | 0.00           |
|                        | <b>8957.07</b> | <b>0.00</b> | <b>8957.07</b> |

#### Note 3 Trading activities

|                |                 |             |                 |
|----------------|-----------------|-------------|-----------------|
| Retail Sales   | 13713.12        | 0.00        | 13713.12        |
| Postage stamps | 0.00            | 0.00        | 0.00            |
|                | <b>13713.12</b> | <b>0.00</b> | <b>13713.12</b> |

#### Note 4 Donations Received

|             |               |              |               |
|-------------|---------------|--------------|---------------|
| Individuals | 695.52        | 15.00        | 710.52        |
| Corporate   | 0.00          | 0.00         | 0.00          |
| Sponsorship | 0.00          | 0.00         | 0.00          |
|             | <b>695.52</b> | <b>15.00</b> | <b>710.52</b> |

#### Note 5 Other Income

|                                      |                |             |                |
|--------------------------------------|----------------|-------------|----------------|
| Interest Received on Deposit Account | 676.00         | 0.00        | 676.00         |
| Corporate refund                     | 1287.32        | 0.00        | 1287.32        |
| Other income                         | 0.00           | 0.00        | 0.00           |
|                                      | <b>1963.32</b> | <b>0.00</b> | <b>1963.32</b> |

|                     |                 |                |                 |
|---------------------|-----------------|----------------|-----------------|
| <b>TOTAL INCOME</b> | <b>40652.03</b> | <b>3365.51</b> | <b>44017.54</b> |
|---------------------|-----------------|----------------|-----------------|

## EXPENDITURE

| 2023/24      |            |       |
|--------------|------------|-------|
| Unrestricted | Restricted | TOTAL |

### Note 6 Charitable activities

|                                     |                 |                |                 |
|-------------------------------------|-----------------|----------------|-----------------|
| Depreciation of Fixed Assets        | 0.00            | 0.00           | 0.00            |
| Occupancy                           | 2149.49         | 0.00           | 2149.49         |
| Utilities                           | 6648.08         | 0.00           | 6648.08         |
| Office Costs                        | 2497.66         | 291.10         | 2788.76         |
| Insurance                           | 405.58          | 0.00           | 405.58          |
| Marketing - Publicity and Promotion | 709.00          | 0.00           | 709.00          |
| Exhibitions                         | 519.38          |                | 519.38          |
| Staffing                            | 218.80          | 465.55         | 684.35          |
| Management                          | 24960.82        | 0.00           | 24960.82        |
| Financial & Legal                   | 626.47          | 0.00           | 626.47          |
| Retail Materials                    | 102.09          | 0.00           | 102.09          |
| Collections Management              | 967.22          | 1349.52        | 2316.74         |
| Education and Outreach              | 122.60          | 846.08         | 968.68          |
|                                     | <b>39927.19</b> | <b>2952.25</b> | <b>42879.44</b> |

### Note 7 Restricted Grants and Donations Expended

|                                     |                |                    |
|-------------------------------------|----------------|--------------------|
| Co-op Community Fund Grant          | 8.00           | <i>See Note 16</i> |
| Quarterly QRA Grant                 | 830.08         |                    |
| Community Volunteering Grant        | 465.55         |                    |
| SE Museums - Digital Transformation | 800.98         |                    |
| Herne Bay Festival Fund             | 139.10         | <i>See Note 16</i> |
| SE Museums - Collection Care        | 708.54         |                    |
|                                     | <b>2952.25</b> |                    |

### Note 8 Purchases of Merchandise

|                          |                |             |                |
|--------------------------|----------------|-------------|----------------|
| Retail Stock             | 4020.80        | 0.00        | 4020.80        |
| Sale or Return purchases | 3115.40        | 0.00        | 3115.40        |
|                          | <b>7136.20</b> | <b>0.00</b> | <b>7136.20</b> |

### Note 9 Other Expenditure

|  |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--|-------------|-------------|-------------|

### Note 10 Stock on hand at cost

|  |                |  |                |
|--|----------------|--|----------------|
|  | <b>3248.59</b> |  | <b>3248.59</b> |
|--|----------------|--|----------------|

### Note 11 Debtors

|  |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--|-------------|-------------|-------------|

### Note 12 Cash at bank and in hand

|                                |                 |                |                 |
|--------------------------------|-----------------|----------------|-----------------|
| Bank balance - Current Account | 28562.16        | 4589.59        | 33151.75        |
| Bank balance - Savings Account | 26000.00        | 0.00           | 26000.00        |
| Unbanked cash in hand          | 434.85          | 0.00           | 434.85          |
| Unbanked credit card payments  | 93.25           | 0.00           | 93.25           |
| Petty cash float               | 50.00           | 0.00           | 50.00           |
| Cash in safe                   | 46.54           | 0.00           | 46.54           |
| Till float                     | 50.00           | 0.00           | 50.00           |
|                                | <b>55236.80</b> | <b>4589.59</b> | <b>59826.39</b> |

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

Cheques issued but not presented  
Retail sale or return (Makers)

|               |             |               |
|---------------|-------------|---------------|
| 146.18        | 0.00        | 146.18        |
| <b>146.18</b> | <b>0.00</b> | <b>146.18</b> |

**Note 14** Unspent restricted funds

Disability Awareness Grant  
HLF - Pudding Pan Heritage Project  
Co-op Fund - Free School Visits  
QRA Quarternary Grant  
SE Museums - Digital Transformation  
Family Friendly Audits  
Audience Champions Grant  
HB Coastal Community Team  
Herne Bay Festival  
Individual Donation for first floor

|                |
|----------------|
| 23.71          |
| 85.71          |
| 3152.16        |
| 369.92         |
| 140.97         |
| 91.22          |
| 50.00          |
| 300.00         |
| 360.90         |
| 15.00          |
| <b>4589.59</b> |

**Note 15** Unrestricted Funds

Brought forward from previous year  
Transfer to restricted funds (See note 14)  
Surplus/(Deficit) for year  
Carried forward

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| 61971.00        |                 | 66148.35        |
| 0.00            | -4589.59        |                 |
| -6734.36        | 413.26          | -6321.10        |
| <b>55236.64</b> | <b>-4176.33</b> | <b>59827.25</b> |

**Note 16** Transfer between funds

Co-op Community Fund - school visits  
Herne Bay Festival Fund

|               |                |             |
|---------------|----------------|-------------|
| 382.00        | -382.00        | 0.00        |
| 360.90        | -360.90        | 0.00        |
| <b>742.90</b> | <b>-742.90</b> | <b>0.00</b> |

**CASH FUNDS AT YEAR END**

Cash funds at previous year end  
Net surplus/deficit for current year  
Estimated Cash funds at current year end  
Cash in hand (See Note 12)  
Transfer between funds (See Note 16)  
**CASH FUNDS AT YEAR END**

| <u>2023/24</u> |             |              |
|----------------|-------------|--------------|
| Unrestricted   | Restricted  | TOTAL        |
| 61971          | 4177        | 66148        |
| -6734          | 413         | -6321        |
| <b>55237</b>   | <b>4590</b> | <b>59827</b> |
| <b>55237</b>   | <b>4590</b> | <b>59826</b> |
| <b>743</b>     | <b>-743</b> |              |
| <b>55980</b>   | <b>3847</b> | <b>59826</b> |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**HERNE BAY MUSEUM TRUST**

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2023

To

Period end date  
31/03/2024

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Management fee and grants received                    | 15,000                                 | 3,351                                | -                                   | 18,351                          | 16,780                        |
| Charitable Activities                                 | 8,957                                  | -                                    | -                                   | 8,957                           | 5,935                         |
| Trading Activities                                    | 13,713                                 | -                                    | -                                   | 13,713                          | 13,944                        |
| Donations   | 696                                    | 15                                   | -                                   | 711                             | 3,607                         |
| Other Income  | 1,963                                  | -                                    | -                                   | 1,963                           | 1,967                         |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>40,329</b>                          | <b>3,366</b>                         | <b>-</b>                            | <b>43,694</b>                   | <b>42,233</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>40,329</b>                          | <b>3,366</b>                         | <b>-</b>                            | <b>43,694</b>                   | <b>42,233</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Charitable activities                                 | 39,927                                 | -                                    | -                                   | 39,927                          | 43,838                        |
| Grants expended                                       | -                                      | 2,952                                | -                                   | 2,952                           | 1,913                         |
| Trading Activities                                    | 7,136                                  | -                                    | -                                   | 7,136                           | 7,268                         |
| Other expenditure                                     | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>47,063</b>                          | <b>2,952</b>                         | <b>-</b>                            | <b>50,016</b>                   | <b>53,019</b>                 |
| <b>A4 Asset and investment purchases. (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>47,063</b>                          | <b>2,952</b>                         | <b>-</b>                            | <b>50,016</b>                   | <b>53,019</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 6,735</b>                         | <b>413</b>                           | <b>-</b>                            | <b>- 6,321</b>                  | <b>- 10,786</b>               |
| <b>A5 Transfers between funds</b>                     | <b>743</b>                             | <b>- 743</b>                         | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>61,971</b>                          | <b>4,177</b>                         | <b>-</b>                            | <b>66,148</b>                   | <b>76,934</b>                 |
| <b>Cash funds this year end</b>                       | <b>55,979</b>                          | <b>3,847</b>                         | <b>-</b>                            | <b>59,827</b>                   | <b>66,148</b>                 |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b>  | Bank balance - current account                         | 28,562                          | 4,590                         |                              |
|   | Bank Balance - savings account                         | 26,000                          | -                             |                              |
|   | Unbanked cash in hand                                  | 435                             |                               |                              |
|   | Unbanked credit card payments                          | 93                              |                               |                              |
|   | Petty cash   | 50                              |                               |                              |
|   | cash in safe   | 47                              |                               |                              |
|   | till float   | 50                              |                               |                              |
|   |  | <b>Total cash funds</b>         | <b>55,237</b>                 | <b>4,590</b>                 |
|   | (agree balances with receipts and payments account(s)) |                                 |                               |                              |
| <b>B2 Other monetary assets</b>                             | Details  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
| <b>B3 Investment assets</b>                                 | Details  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
| <b>B4 Assets retained for the charity's own use</b>         | Details  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
| <b>B5 Liabilities</b>                                       | Details  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
| Signed by one or two trustees on behalf of all the trustees |  | Signature                       | Print Name                    | Date of approval             |
|   |  | _____                           | _____                         | _____                        |
|   |  | _____                           | _____                         | 13/02/2025                   |

**HERNE BAY MUSEUM TRUST**

England & Wales - Charity number 1160344

---

# Accounts

---



A Charitable Incorporated Organisation

Charity Number 116034

## Annual Report 2022-2023

From the Chair of Trustees, Alan Porter

Herne Bay's own Museum was established 90 years ago. There are good reasons behind its longevity. The town's museum holds the collected history of the town and its residents. I welcome that the Collection is ably managed by our Honorary Curator. My grateful thanks. Our varied Collection preserves the history of those who have made Herne Bay the great place it is today. Members of local families continue to entrust us with treasured items.

We exist in a rapidly changing world. There is the danger of losing Herne Bay's charm as more houses are built and the pressures of present day living increase. The presence of a museum shows who and what has contributed to the Town we love. We have a loyal band of volunteers who give freely of their time and enjoy giving service to the community.

Our financial situation is healthy. Our continuous temporary exhibitions are always well received. Our small shop is successful. We are proud of our work with schools. We continue to get better at what we do and what we offer every year. But we are under increasing pressure. We hope that the importance of small museums will be recognised more fully by those in power, in the near future as it was in the past.

Let me extend grateful thanks to our Board, Manager, Hon. Curator, Hon. Lithic's Curator, Volunteers, Visitors, Supporters and Canterbury City Council. Your loyal support is greatly appreciated.

By helping a small town museum, you are assisting to preserve and promote the past in a very important way. It is this personal touch that makes the Museum a focal presence in the Town and a substantial pointer to its unique history and future.

## Annual Report 2022-2023

The Seaside Museum is a non-profit making venture run by the Herne Bay Museum Trust under a Management Agreement with Canterbury City Council, and staffed by a part-time Manager.

### **Governance and Staffing**

#### *Trustees*

At the end of the year April 2022-March 2023 the board comprised of a membership of seven

Alan Porter (Chair)

Eddie Baker

Douglas Downing

Kate Hopcraft

Eileen Wellings (appointed July 2022)

Judy Saunders (appointed March 2023)

Victoria Mulford and Justin Burns resigned as Trustees in July 2022. In October 2022 David Kingham stood down as Treasurer.

#### *Volunteers*

43 volunteers were registered at the end of 2022-23.

#### *Staff*

Clare Goodwin is part-time Museum Manager. Her hours increased from 25 hours to 30 hours in June 2022.

### **Achievements 2022 to 2023**

Regular client officer/mentor meetings were held with Craig Bowen from the Beaney Canterbury.

Regular contact was maintained with the Wheels of Time group. Front of house volunteers are encouraged to recommend Wheels of Time to visitors to the museum.

Participation with the Herne Bay Liaison Group meetings has continued.

Publication of a calendar for 2023. This followed a photographic competition and the chance for visitors to the museum to vote for their 12 favourite photographs.

Tea parties for volunteers were held during the year.

There was the continuation of a presence online through the website and social media outlets.

The cases of the ground floor have been updated by a group of volunteers led by Bill Phillips and in conjunction with Clare the museum manager. This work is ongoing and will continue throughout 2023.

## **Admissions**

Admission total 8622: 5066 visitors to the galleries, 2554 to the shop, 633 school children, 369 to events and talks.

## **School and Group Visits**

School visits have continued throughout the year and the number of schools taking part in these visits has increased during the year.

Children from Cuxton and Hampton, Northdown, St Benedicts schools visited the museum during the summer term.

There were regular visits from children from Herne Bay High School.

Other visits included 27 children from Brownies.

A group called Surrey Old Dogs also enjoyed a visit.

A student from Simon Langton Girls' school came for a week's work experience.

A student from UKC attended on a work placement.

We were pleased to welcome MP Roger Gale twice during the year, in August 2022 and again in March 2023 when he was joined by Deidre Wells from visit Kent.

Involve Kent visits also happened during the year.

During the exhibition of the Cynthia Abbott watercolour 'Hold Back the Sea' we were pleased to welcome the nieces and nephews of Cynthia Abbott for a private viewing.

In January 2023 BBC South East came to the museum and spoke to Honorary Curator, Ian Tittley, about the anniversary of the Big Freeze of 1963, sharing postcards and press cuttings from the collection.

## Activities and Events



Numerous activities were held this year.

Teach on the Beach during the Easter Holidays

Wildflower Walks for Spring, Summer and Winter

Seashore Walks at Reculver

1<sup>st</sup> May Litter Pick

Evening talk – The Railways of Herne Bay, A Journey Through Time

Several tours of Herne Bay Railway Station were arranged and led by Mark Jones.

There was a showing of the animation 'She Told You So' at the Kavanagh Cinema, made by Hampton School earlier in the year.

Display of Herne Bay's Coronation celebrations in 1953 to celebrate the Queen's Platinum Jubilee in a beach hut on the Pier.

The museum participated in Herne Bay's Baytastic day at the end of July.

Popular Behind the Scenes tours were held during the year.

Comic Strip Cartoon Workshop.

A Flints and Fossil day allowed visitors to handle some of the flints and fossils.

Teach on the Beach continued during the summer holidays.

Seashore Safari at Reculver again took place during the summer holidays.

4 Scavenger Hunts took place on the beach.



At the museum there were other events enjoyed by visitors.

Create Your Own Roman Stamp

Seaweed pressing

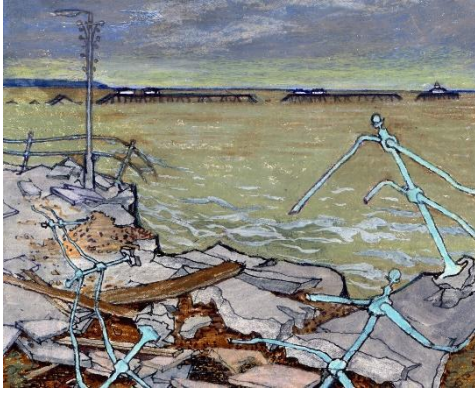
Pirate Day

Christmas Wreath Decorating

New Year's Day Litter Pick with Bay Beach Clean.

Railway Convalescent Evening Talk with Mark Jones to coincide with the Railway Convalescent Home Exhibition.

## Exhibitions



The museum held a wide variety of exhibitions throughout the year which were popular with all of our visitors.

2 April to 14 May **Herne Bay Through the Year** – photographic exhibition

21 May to 23 July **The Railways of Herne Bay, A Journey Through Time**

30 July to 10 September **From Bayeux to Now A History of Comic Strips** – cartoon exhibition

17 September to 12 November **Holding Back the Sea, A visual diary of the rebuilding of Herne Bay's seafront after the storm of 1978** by artist Cynthia Abbott (1908-2007)

19 November to 21 January **Herne Bay Entertains**

28 January to 25 March **The History of Herne Bay Railwaymen's and Friendly Societies Convalescent Homes**

## Funding

Funding of £750 was received from Herne Bay Festival in August to provide free entry to the museum throughout August.

A Collections Care grant of £1,000 was received from South East Museums Development.



## Collections

*Report from Ian Tittley, Honorary Curator*

### Collection Care and Management

Considerable progress has been made this year in bringing the Seaside Museum's collection to a standard acceptable for the next round of accreditation. Object storage has been reorganised according to physical nature and boxes re-shelved. Simultaneously, objects have been checked against the computer entry catalogue in order to identify missing items, and opportunity taken to improve the protection of glass, china and other delicate objects by wrapping in acid-free tissue paper.

Archaeology and palaeontology items have been also tissue wrapped and placed in finds bags.

Photographs and archival paper items are now held in polyester pockets. Many framed pictures are now hung on the storeroom's wire racking. The room has been tidied and cleaned.

An audit of objects on display in the galleries has been completed and location information added to the object entry catalogue.

In June 2022 a collections care audit, funded by Southeast Museum Development, was undertaken for the Museum by Spencer & Fry museum management consultants who made recommendations for improved storage and display. The Museum was awarded £1000 to implement the report's recommendations and used to purchase a meter that measures relative humidity, light intensity and temperature, and also items for collections care and storage.

Effort has been made this year to put more of the Museum's stored objects on display. In May 2022 the Museum celebrated International Museums Day by organising 'behind the scenes' public visits to the collection store and bringing out selected objects for closer inspection. In December archival and photographic items were brought out for the 'Herne Bay Entertains' special exhibition. The Museum's silverware objects displayed in the secure exhibition case were exchanged for Roman objects held in the store.

Training and skill development continued during the year with IT attending Southeast Museum Development 'Get Your House in Order' workshops on:

- Spectrum 5
- Ownership of collections
- Location and movement control
- Rethinking cataloguing
- Use of collections

In July 2022 a work-placement high school student spent a week at the Museum helping with aspects of collection care. In January 2023 a University of Kent work experience student spent several weeks assisting with collection care and management.

Ian Tittley  
Hon. Curator

## **Report on Curation.**

### **The Seaside Museum – Herne Bay: Archaeological Collection**

*Pete Knowles 01/07/23*

Work has centred on 3D-scanning the Dr Ince collection of Palaeolithic Handaxes from Sturry, these are on loan from Canterbury Museum.

**Conservation of Palaeolithic artefacts:** Work is in progress to update the database and repackage these artefacts. All artefacts are now being wrapped in tissue and placed in individual archaeological finds bags, the bag labels contain the item number and brief details. It is hoped that all artefacts will eventually be photographed to create a complete catalogue.

**Quaternary Fossil Collection:** In April 2022 a large collection of Quaternary fossils was acquired from a local collector. This collection contains some rare and unique specimens collected over many years at long-rock Swalecliffe and on the foreshore near the pier. The collection has been accessioned but now requires condition checking and photographing.

**Dr Helen Wickstead** from Kingston University School of Art visited (15<sup>th</sup> July 2022), to research and photograph items for a publication on the History of Photography. Working title for paper *Palaeoliths, Eoliths and Pareidolia: Photography and archaeological stone collecting from 1859 to the second world war.*

# HERNE BAY MUSEUM TRUST

Registered Charity No. 1160344

12 William Street, Herne Bay, Kent CT6 5EJ

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED

31st March 2023

|   |    | <b>2022/23</b>      |                   |                  |
|---|----|---------------------|-------------------|------------------|
|   |    | <b>Unrestricted</b> | <b>Restricted</b> | <b>TOTAL</b>     |
| <b>Incoming Resources</b>                 |    |                     |                   |                  |
| Management fee and Grants received        | 1  | 15000.00            | 1780.00           | 16780.00         |
| Charitable activities                     | 2  | 5935.48             | 0.00              | 5935.48          |
| Trading activities                        | 3  | 13943.80            | 0.00              | 13943.80         |
| Donations                                 | 4  | 3606.64             | 0.00              | 3606.64          |
| Other Income                              | 5  | 1966.81             | 0.00              | 1966.81          |
|   |    | <b>40452.73</b>     | <b>1780.00</b>    | <b>42232.73</b>  |
| <b>Resources Expended</b>                 |    |                     |                   |                  |
| Charitable activities                     | 6  | 43837.52            | 0.00              | 43837.52         |
| Grants expended                           | 7  | 0.00                | 1913.01           | 1913.01          |
| Trading activities                        | 8  | 7267.87             | 0.00              | 7267.87          |
| Other expenditure                         | 9  | 0.00                | 0.00              | 0.00             |
|   |    | <b>51105.39</b>     | <b>1913.01</b>    | <b>53018.40</b>  |
| <b>Net Surplus (-Deficit) for period</b>  |    | <b>-10652.64</b>    | <b>-133.01</b>    | <b>-10785.65</b> |
| <b>BALANCE SHEET</b>                      |    |                     |                   |                  |
|   |    | <b>2022/23</b>      |                   |                  |
|   |    | <b>Unrestricted</b> | <b>Restricted</b> | <b>TOTAL</b>     |
| <b>FIXED ASSETS</b>                       |    |                     |                   |                  |
| Tangible Assets                           |    | 0.00                | 0.00              | 0.00             |
| <b>CURRENT ASSETS</b>                     |    |                     |                   |                  |
| Stock                                     | 10 | 2585.00             | 0.00              | 2585.00          |
| Debtors                                   | 11 | 0.00                | 0.00              | 0.00             |
| Cash at bank and in hand                  | 12 | 60646.01            | 5502.34           | 66148.35         |
|   |    | <b>63231.01</b>     | <b>5502.34</b>    | <b>68733.35</b>  |
| <b>CREDITORS:</b>                         |    |                     |                   |                  |
| Less: Amounts falling due within one year | 13 | -214.18             | 0.00              | -214.18          |

|  |    |                 |                |                 |
|--|----|-----------------|----------------|-----------------|
| <b>NET CURRENT ASSETS</b>                    |    | <b>63016.83</b> | <b>5502.34</b> | <b>68519.17</b> |
| <b>NET TOTAL ASSETS before Provisions</b>    |    | <b>63016.83</b> | <b>5502.34</b> | <b>68519.17</b> |
| <b>CREDITORS: falling due after one year</b> |    | 0.00            | 0.00           | 0.00            |
| <b>NET ASSETS</b>                            |    | <b>63016.83</b> | <b>5502.34</b> | <b>68519.17</b> |
| <b>Represented by:</b>                       |    |                 |                |                 |
| <b>RESTRICTED FUNDS</b>                      | 14 | 0.00            | 5502.34        | 5502.34         |
| <b>UNRESTRICTED FUNDS</b>                    | 15 | 63016.83        | 0.00           | 63016.83        |
|  |    | <b>63016.83</b> | <b>5502.34</b> | <b>68519.17</b> |

## HERNE BAY MUSEUM TRUST

### Notes to the Accounts for the period ended 31st March 2022

#### INCOME

| <u>2022/23</u> |            |       |
|----------------|------------|-------|
| Unrestricted   | Restricted | TOTAL |

#### Note 1

##### Grants Received

|  |                 |                |                 |
|--|-----------------|----------------|-----------------|
| Canterbury City Council - Management Fee | 15000.00        | 0.00           | 15000.00        |
| Restricted grants                        | 0.00            | 1780.00        | 1780.00         |
|  | <b>15000.00</b> | <b>1780.00</b> | <b>16780.00</b> |

#### Note 2

##### Charitable activities

|                        |                |             |                |
|------------------------|----------------|-------------|----------------|
| General admissions     | 5211.21        | 0.00        | 5211.21        |
| Workshops and Lectures | 495.50         | 0.00        | 495.50         |
| Raffle Income          | 0.00           | 0.00        | 0.00           |
| Rental Charge          | 0.00           | 0.00        | 0.00           |
| Gift aid               | 228.77         | 0.00        | 228.77         |
|                        | <b>5935.48</b> | <b>0.00</b> | <b>5935.48</b> |

#### Note 3

##### Trading activities

|                |          |      |          |
|----------------|----------|------|----------|
| Retail Sales   | 13942.15 | 0.00 | 13942.15 |
| Postage stamps | 1.65     | 0.00 | 1.65     |

|                 |             |                 |
|-----------------|-------------|-----------------|
| <b>13943.80</b> | <b>0.00</b> | <b>13943.80</b> |
|-----------------|-------------|-----------------|

**Note 4** Donations Received

|             |                |             |                |
|-------------|----------------|-------------|----------------|
| Individuals | 3538.64        | 0.00        | 3538.64        |
| Corporate   | 68.00          | 0.00        | 68.00          |
| Sponsorship | 0.00           | 0.00        | 0.00           |
|             | <b>3606.64</b> | <b>0.00</b> | <b>3606.64</b> |

**Note 5** Other Income

|                                      |                |             |                |
|--------------------------------------|----------------|-------------|----------------|
| Interest Received on Deposit Account | 48.91          | 0.00        | 48.91          |
| Corporate refund                     | 1814.60        | 0.00        | 1814.60        |
| Other income                         | 103.30         | 0.00        | 103.30         |
|                                      | <b>1966.81</b> | <b>0.00</b> | <b>1966.81</b> |

**TOTAL INCOME**

|                 |                |                 |
|-----------------|----------------|-----------------|
| <b>40452.73</b> | <b>1780.00</b> | <b>42232.73</b> |
|-----------------|----------------|-----------------|

**EXPENDITURE**

| <u>2022/23</u> |            |       |
|----------------|------------|-------|
| Unrestricted   | Restricted | TOTAL |

**Note 6** Charitable activities

|                                     |                 |                |                 |
|-------------------------------------|-----------------|----------------|-----------------|
| Depreciation of Fixed Assets        | 0.00            | 0.00           | 0.00            |
| Occupancy                           | 1663.10         | 0.00           | 1663.10         |
| Utilities                           | 9092.11         | 0.00           | 9092.11         |
| Office Costs                        | 2903.50         | 67.41          | 2970.91         |
| Insurance                           | 406.20          | 0.00           | 406.20          |
| Marketing - Publicity and Promotion | 1407.65         | 0.00           | 1407.65         |
| Exhibitions                         | 519.08          | 104.06         | 623.14          |
| Staffing/Management                 | 24705.10        | 34.45          | 24739.55        |
| Financial & Legal                   | 800.00          | 0.00           | 800.00          |
| Retail Materials                    | 1461.80         | 0.00           | 1461.80         |
| Collections Management              | 583.50          | 1360.49        | 1943.99         |
| Education and Outreach              | 295.48          | 346.60         | 642.08          |
|                                     | <b>43837.52</b> | <b>1913.01</b> | <b>45750.53</b> |

**Note 7** Restricted Grants and Donations Expended

|                                    |        |
|------------------------------------|--------|
| HLF - Pudding Pan Heritage Project | 0.00   |
| Co-op Community Fund Grant         | 187.82 |
| QRA Geoconservation Award          | 360.49 |

*See Note  
16*

|                                     |         |  |                 |
|-------------------------------------|---------|--|-----------------|
|                                     |         |  | <i>See Note</i> |
| Herne Bay Festival Grant            | 67.41   |  | <b>16</b>       |
| Collections Care Grant              | 1000.00 |  |                 |
| KCC Climate Change Exhibition Grant | 104.06  |  |                 |
| Family Friendly Audits              | 158.78  |  |                 |
| Audience Champions Grant            | 0.00    |  |                 |
| HB Coastal Community Team Grant     | 0.00    |  |                 |
| Community Volunteering Grant        | 34.45   |  |                 |
|                                     |         |  | <b>1913.01</b>  |

**Note 8** Purchases of Merchandise

|                          |                |             |                |
|--------------------------|----------------|-------------|----------------|
| Retail Stock             | 4358.01        | 0.00        | 4358.01        |
| Sale or Return purchases | 2909.86        | 0.00        | 2909.86        |
|                          | <b>7267.87</b> | <b>0.00</b> | <b>7267.87</b> |

**Note 9** Other Expenditure

|  |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--|-------------|-------------|-------------|

**Note 10** Stock on hand at cost

|  |                |             |                |
|--|----------------|-------------|----------------|
|  | <b>2585.00</b> | <b>0.00</b> | <b>2585.00</b> |
|--|----------------|-------------|----------------|

**Note 11** Debtors

|  |             |             |             |
|--|-------------|-------------|-------------|
|  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|--|-------------|-------------|-------------|

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

|                                |                 |                |                 |
|--------------------------------|-----------------|----------------|-----------------|
| Bank balance - Current Account | 33819.00        | 5502.34        | 39321.34        |
| Bank balance - Savings Account | 26000.00        | 0.00           | 26000.00        |
| Unbanked cash in hand          | 478.32          |                | 478.32          |
| Unbanked credit card payments  | 202.15          | 0.00           | 202.15          |
| Petty cash float               | 50.00           | 0.00           | 50.00           |
| Cash in safe                   | 46.54           | 0.00           | 46.54           |
| Till float                     | 50.00           | 0.00           | 50.00           |
|                                | <b>60646.01</b> | <b>5502.34</b> | <b>66148.35</b> |

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

|                                     |      |      |      |
|-------------------------------------|------|------|------|
| Cheques issued but not presented    |      |      |      |
| Occupancy                           | 0.00 | 0.00 | 0.00 |
| Utilities                           | 0.00 | 0.00 | 0.00 |
| Office Costs                        | 0.00 | 0.00 | 0.00 |
| Insurance                           | 0.00 | 0.00 | 0.00 |
| Marketing - Publicity and Promotion | 0.00 | 0.00 | 0.00 |

|                                |               |             |               |
|--------------------------------|---------------|-------------|---------------|
| Exhibitions                    | 0.00          | 0.00        | 0.00          |
| Staffing                       | 0.00          | 0.00        | 0.00          |
| Management                     | 0.00          | 0.00        | 0.00          |
| Financial & Legal              | 0.00          | 0.00        | 0.00          |
| Retail Materials               | 0.00          | 0.00        | 0.00          |
| Collections Management         | 0.00          | 0.00        | 0.00          |
| Education and Outreach         | 0.00          | 0.00        | 0.00          |
| Retail stock                   | 0.00          | 0.00        | 0.00          |
| Retail sale or return (Makers) | 214.18        | 0.00        | 214.18        |
|                                | <b>214.18</b> | <b>0.00</b> | <b>214.18</b> |

**Note 14** Provisions in respect of unspent restricted funds

|                                    |                |
|------------------------------------|----------------|
| Disability Awareness Grant         | 23.71          |
| HLF - Pudding Pan Heritage Project | 85.71          |
| Co-op Fund - Free School Visits    | 3773.16        |
| Family Friendly Audits             | 91.22          |
| Audience Champions Grant           | 50.00          |
| HB Coastal Community Team          | 300.00         |
| Community Volunteering Grant       | 465.55         |
| Herne Bay Festival                 | 712.99         |
|                                    | <b>5502.34</b> |

**Note 15** Unrestricted Funds

|  |                 |                 |                 |
|--|-----------------|-----------------|-----------------|
| Brought forward from previous year         | 71299.00        |                 | 76934.00        |
| Transfer to restricted funds (See note 14) | 0.00            | -5502.34        |                 |
| Surplus/(Deficit) for year                 | -10652.64       | -133.01         | -10785.65       |
| Carried forward                            | <b>60646.36</b> | <b>-5635.35</b> | <b>66148.35</b> |

**Note 16** Transfer between funds

|                                      |                |                 |             |
|--------------------------------------|----------------|-----------------|-------------|
| Co-op Community Fund - school visits | 613.00         | -613.00         | 0.00        |
| Herne Bay Festival Fund - admissions | 712.99         | -712.99         | 0.00        |
|                                      | <b>1325.99</b> | <b>-1325.99</b> | <b>0.00</b> |

**CASH FUNDS AT YEAR END**

|                                      | <u>2022/2023</u>    |                   |                  |
|--------------------------------------|---------------------|-------------------|------------------|
|                                      | <b>Unrestricted</b> | <b>Restricted</b> | <b>TOTAL</b>     |
| Cash funds at previous year end      | 71299               | 5635              | 76934            |
| Net surplus/deficit for current year | <b>-10652.64</b>    | <b>-133.01</b>    | <b>-10785.65</b> |

|  |              |             |              |
|--|--------------|-------------|--------------|
| Estimated Cash funds at current year end | 60646        | 5502        | 66148        |
| Cash in hand (See Note 12)               | 60646        | 5502        | 66148        |
|  |              |             |              |
| Transfer between funds (See Note 16)     | 1325         | -1325       | 0            |
|  |              |             |              |
| <b>CASH FUNDS AT YEAR END</b>            | <b>61971</b> | <b>4177</b> | <b>66148</b> |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**HERNE BAY MUSEUM TRUST**

No (if any)

## Receipts and payments accounts

CC16a

For the period from 01/04/2022 To 31/03/2023

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Management fee and grants received                    | 15,000                                 | 1,780                                | -                                   | 16,780                          | 25,279                        |
| Charitable Activities                                 | 5,935                                  | -                                    | -                                   | 5,935                           | 2,956                         |
| Trading Activities                                    | 13,944                                 | -                                    | -                                   | 13,944                          | 8,536                         |
| Donations   | 3,607                                  | -                                    | -                                   | 3,607                           | 754                           |
| Other Income  | 1,967                                  | -                                    | -                                   | 1,967                           | 77                            |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>40,453</b>                          | <b>1,780</b>                         | <b>-</b>                            | <b>42,233</b>                   | <b>37,602</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>40,453</b>                          | <b>1,780</b>                         | <b>-</b>                            | <b>42,233</b>                   | <b>37,602</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Charitable activities                                 | 43,838                                 | -                                    | -                                   | 43,838                          | 30,467                        |
| Grants expended                                       | -                                      | 1,913                                | -                                   | 1,913                           | 4,848                         |
| Trading Activities                                    | 7,268                                  | -                                    | -                                   | 7,268                           | 3,342                         |
| Other expenditure                                     | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>51,105</b>                          | <b>1,913</b>                         | <b>-</b>                            | <b>53,018</b>                   | <b>38,657</b>                 |
| <b>A4 Asset and investment purchases. (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>51,105</b>                          | <b>1,913</b>                         | <b>-</b>                            | <b>53,018</b>                   | <b>38,657</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 10,653</b>                        | <b>- 133</b>                         | <b>-</b>                            | <b>- 10,786</b>                 | <b>- 1,055</b>                |
| A5 Transfers between funds                            | 1,325                                  | 1,325                                | -                                   |                                 | -                             |
| A6 Cash funds last year end                           | 71,299                                 | 5,635                                | -                                   | 76,934                          | -                             |
| <b>Cash funds this year end</b>                       | <b>61,971</b>                          | <b>4,177</b>                         | <b>-</b>                            | <b>66,148</b>                   | <b>- 1,055</b>                |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  | Bank balance - current account                         | 35,144                             | 4,177                            | 39,321                          |
|   | Bank Balance - savings account                         | 26,000                             | -                                | 26,000                          |
|   | Unbanked cash in hand                                  | 478                                |                                  | 478                             |
|   | Unbanked credit card payments                          | 202                                |                                  | 202                             |
|   | Petty cash   | 50                                 |                                  | 50                              |
|   | cash in safe   | 47                                 |                                  | 47                              |
|   | till float   | 50                                 |                                  | 50                              |
|   |  | -                                  | -                                | -                               |
|   |  | <b>Total cash funds</b>            | <b>61,971</b>                    | <b>4,177</b>                    |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | Agreement Error                 |
| <b>B2 Other monetary assets</b>                             | <b>Details</b>   | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | <b>Details</b>   | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | <b>Details</b>   | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | <b>Details</b>   | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature  | Print Name                         | Date of approval                 |                                 |
|   |  |                                    |                                  |                                 |
| CCXX R2 accounts (SS)                                       | 2  |                                    | 14/12/2023                       |                                 |



Section A Independent Examiner's Report

Report to the trustees

HERNE BAY MUSEUM TRUST

On accounts for the year ended

31 March 2023

Charity no (if any)

1160344

Set out on pages

1 & 2

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:

6-12-23

Name:

RAYMOND PAUL CORDELL

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

ACIB

Address: 162 THE BROADWAY  
HERNE BAY, KENT  
CT6 8HY

**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.

[Empty disclosure box]

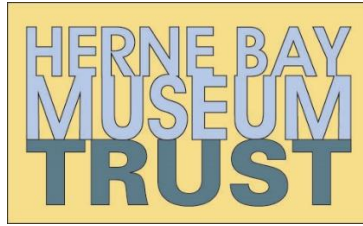
**HERNE BAY MUSEUM TRUST**

England & Wales - Charity number 1160344

---

# Accounts

---



A Charitable Incorporated Organisation

Charity Number 116034

## Annual Report 2021-2022

From the Chair of Trustees, Alan Porter

The year 2021-2022 was very much a period of trying to return to normal hours and work at the Museum. This proved to be quite an undertaking. Covid was still a threat but the lockdowns were over and normal business could slowly return. It proved to be a recovery year that provided a good platform for us to approach the following year. We were pleased to see our volunteers return and were able to gradually increase our hours with a new influx of recruits. We were proud that our opening hours in the pre-Covid years were more than most other similar museums in the South East, so it was encouraging to see our visitors also begin to return. We had survived the lockdowns in a good position due to Government aid and the help and assistance of Canterbury City Council. Also, our Manager Clare kept things ticking over during the lockdowns and as the menace of Covid reduced this meant that we were able to get underway smoothly and efficiently. I extend my grateful thanks to all involved in the effort.

Proof of our progress during the year is shown below. We were particularly pleased that not only to see the return of our faithful volunteers, but their numbers increased. We held tea and cake mornings and virtual meetings, regular updates and newsletters.

We have also had the pleasure of welcoming a new Trustee. I feel our Board needs a steady number of at least seven. I thank the Trustees for their helpful contributions during long discussions on attempting to secure the future of the Museum.

The items below and the number of activities we managed to develop. is proof that even in a difficult year, we are capable of performing well and laying a good working foundation to develop increasingly in the future.

Alan

## Annual Report 2021-2022

The Seaside Museum is a non-profit making venture run by the Herne Bay Museum Trust under a Management Agreement with Canterbury City Council, and staffed by a part-time Manager.

### **Governance and Staffing**

#### *Trustees*

At the end of the year April 2021-March 2022 the board comprised of a membership of seven

Alan Porter (Chair)

David Kingham (Treasurer)

Eddie Baker

Victoria Mulford

Justin Burns

Douglas Downing

Kate Hopcraft (appointed March 2022)

In April 2021 Ian Tittley stood down as Chair and Alan Porter was appointed acting Chair, taking on the responsibility of Chair in May 2021.

#### *Volunteers*

41 volunteers were registered at the end of 2021-22.

#### *Staff*

Clare Goodwin, part-time Museum Manager, hours increased from 20 hours to 25 hours in September 2021.

### **Achievements 2021 to 2022**

The museum was closed to the public until Saturday 22 May due to the nationwide lockdown. The museum reopened gradually, starting with 2 days a week 3 hours each day to 5 days a week 4 hours each day.

A new Trustee was appointed.

Exhibition room and office windows fitted with UV filters and blackout blinds

During the lockdown online fortnightly meetings with volunteers were held, these continued until the end of June.

Regular client officer/mentor meetings held

Regular contact was maintained with the Wheels of Time group

Participation with Buy in the Bay, Visit Canterbury and Herne Bay Liaison Group continued online and in person.

Publication of a calendar for 2022

Repainting the exterior of the museum front and back with repairs made to woodwork.

Investigation into flooding of the boiler room after heavy rainfall in the summer.

New CCTV system installed

Held 2 tea parties at the start and end of the summer at the Sailing Club for the volunteers.

Continuation of presence online through the website and social media outlets.

### **Admissions**

Admission total 3926: 2534 visitors to the galleries, 1077 to the shop, 185 school children, 104 to events and 26 to talks.

### **School and Group Visits**



November saw the return of school visits with 3 groups from Herne Bay Infants

In January a small group of year 6 students from Hampton Primary School came to work on an animation about Climate Change with artist Karen Simpson, storyteller Gary Studley and animator Nicholas Godsell. This project was funded by Kent County Council through

councillor Dan Watkins.

March - Year 6 from Hampton Primary School visited for 4 consecutive weeks to learn about World War II and Amy Johnson. 85 Children and 25 adults from Herne School visited at the end of the month.

### **Activities and Events**

Participated in Herne Bay Festival during August and also received some funding to run those events. All events were held outside

2 takeaway craft activities were available during the festival, Make a Dragonfly and Make a Plane

Craft activities and annual passes were donated to the Food Bank at ChristChurch for the summer holidays

4 Scavenger Hunts, 2 Seashore Safaris and 1 Teach on the Beach

In October our monthly Autism/Quiet hours started, held on the second Saturday of the month.

Flints and fossils workshop in October to kick off half term.

Seashore Walk for Happy Here group and tour of Extreme Weather for the group.



2 Climate change walks and 2 opportunities to meet the curator to accompany the Extreme Weather exhibition.

New Years day litter pick with Herne Bay Beach Clean

Jane Priston gave an evening talk about Amy Johnson to accompany the exhibition

Free entry to celebrate the International Day of Happiness.

## Exhibitions



22 May to 3 July **My Favourite Place in Herne Bay** – photographic exhibition

10 July to 7 August **The Giles Family Holiday at Home** – cartoon exhibition

14 August to 16 October **Jazz in Herne Bay**

23 October to 22 January **Herne Bay's Extreme Weather A Climate Warning?**

29 January to 26 March **Amy Johnson A Life in Pictures**

## Funding

Funding was received from Herne Bay Festival in August to provide activities on the seashore and some takeaway craft activities.

An extension fund of the Herne Bay Festival grant was available in the winter and the museum was awarded money to fund free entry for November and December.



Kent County Council awarded funding a climate change animation *She Told You So* made by Hampton Primary School. The funding helped pay for the expertise of the artist, storyteller and animator.

South East Museums awarded funds for the payment for archival materials to assist collection care.

## Collections

*Report from Ian Titley, Honorary Curator*

This year the main aim of work with the Museum's collection has been to clear the backlog of objects that have accumulated since before the Trust took over Museum management; this was achieved by the end of 2021 with all objects numbered and recorded on the Museum's object-entry database. Work then turned to the archaeological and palaeontological collection gifted by the Herne Bay Historical Records Society in 2019; objects were checked, re-packed, and registered on the Museum's object-entry database. A small

component of lithic objects held in storage drawers remains to be checked. A problem with the museum's collection is that objects of differing materials are stored together; work has now commenced on going through all storage boxes and moving objects to separate boxes according to material; this involves not only the physical movement of objects but checking and recording their new locations in the object-entry database. This exercise enables the database to be updated and corrected and serves as an audit of the collection and will identify missing objects, also object locations in the galleries. A start was also made on going through past exhibitions stored in a backyard container, reducing these in size, and placing de-mounted photographs in storage boxes; this task remains to be completed. A successful grant application from Southeast Museum Development enabled the purchase of materials needed for tackling collections tasks.

### *Acquisitions and purchases*

Objects of note acquired by the Museum during the year include a Sidney Cooper watercolour painting gifted by the National Art Fund; four early nineteenth century aquatint prints of Herne Bay horse races purchased by grants from the Arts Fund and Victoria & Albert Museum; a collection of birds eggs gifted by Mrs S. Hogben made in the 1930s by her father; the purchase of four early 20<sup>th</sup> century Herne Bay Angling Society medals; the purchase of a collection of Pleistocene fossils from the Swalecliff-Tankerton coast; purchase of a collection of fossils from the Herne Bay area made by Phillip Hadland.

### *Training*

The Hon. Curator attended Southeast Museum Development training workshops on:

- Care and conservation of collections
- Collection policies and plans
- Ownership of collections
- Documentation histories

Regular meetings with the Museum's mentor Craig Bowen (Collections Manager for Canterbury City Council Museums) were held throughout the year.

### *Use of Collections*

A particular effort has been made to use as much of the collection as possible for display with archival objects used extensively in the "Herne Bay's Extreme Weather" exhibition; there were temporary displays of medals and insignia, Herne Bay Badminton Club silver cups and shields, and lithics and prehistoric objects, at various locations in the Museum. The emphasis will continue on future exhibitions using objects from the collection as much as possible.

### *Reorganisation of the Collection*

The Seaside Museum has limited space for expansion of its collection. To this end the current task of re-organising the collection also aims at identifying objects of low or no value to the Museum, duplication, notably of archival objects, with a view to either removal to the handling collection or to de-accessioning. It is planned to move reference books in boxes (i.e. those not considered to be museum objects) in the collection store to a bookcase located in the Museum office. The overall aim is to free-up as much space in

the collection store as possible. For 2022-23 work will continue on re-organising the collection and to start planning object digitising to make images and data widely available. With re-accreditation in mind, possibly 2024, while backlog has been dealt with and the collection audit and re-organisation well on the way to completion, the production of a tamper-proof hard-copy object-entry register will be a priority task to be completed as required for re-accreditation.

Mrs Barbara Delaney, museum volunteer, is thanked for her help and support with checking and entering data into the object-entry database.

### Doctoral Research Paleolithic Collection

*Report from Pete Knowles – PhD Paleolithic Archaeology at Durham University*

3D Photogrammetry of the museum's collection of Palaeolithic handaxes from Fordwich and Reculver, has now been completed, and c.50 digital models have been created. Creating 3D digital models eliminate the need to use Vernier callipers to make morphological measurements of the artefacts. Future researchers will be able to use the model files instead of having to handle the artefacts. The model files could also be used to 3D print replicas. Model files will be available for the museum when the research is completed.

### *Research Visits and Outreach*



Katherine Price - PhD researcher at Reading visited in August 2021, to view Palaeolithic collection.

George Morris - Archaeology undergraduate at Christchurch University, visited in March to study a sample of the Paleolithic handaxes, for an undergraduate project; George is now

volunteering to help with the People and Beasts of the Ice Ages events.

Palaeolithic flint tools from the Seaside Museum were displayed at the Trust for Thanet Archaeology - Prehistoric Weekend (September 2021), and Kent Archaeological societies annual conference (November 2021). The display showed how the different Palaeolithic handaxe technologies may represent some of the earliest evidence for culture in early hominin groups from the period 600 000 to 250 000 years ago.

Pete gave a talk to Fordwich Community group on the Fordwich handaxes, a selection of the Museum's handaxes were displayed at this event, which was very well received.

### *Other News*

Preliminary dating of the Paleolithic deposits at Fordwich has found them to be c.600 000 years old. The Palaeolithic handaxes from Fordwich are now recognised as the oldest handaxes in Britain. Virtually all of the known collection from Fordwich was made by Dr Tom Bowes (co founder of Herne Bay Museum, 1932), the first handaxe found in 1923 (One hundred anniversary next year), most of this collection was transferred from Herne Bay to the British museum in 1971, but some fine examples (maybe the best) were kept in the Herne Bay museum.

# HERNE BAY MUSEUM TRUST

Registered Charity No. 1160344

12 William Street, Herne Bay, Kent CT6 5EJ

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31st March 2022

|  | Notes | <u>2021/22</u>  |                |                 |
|--|-------|-----------------|----------------|-----------------|
|  |       | Unrestricted    | Restricted     | TOTAL           |
| <b>Incoming Resources</b>                |       |                 |                |                 |
| Management fee and Grants received       | 1     | 21018.40        | 4261.00        | 25279.40        |
| Charitable activities                    | 2     | 2956.02         | 0.00           | 2956.02         |
| Trading activities                       | 3     | 8535.90         | 0.00           | 8535.90         |
| Donations                                | 4     | 673.52          | 80.00          | 753.52          |
| Other Income                             | 5     | 77.34           | 0.00           | 77.34           |
|  |       | <b>33261.18</b> | <b>4341.00</b> | <b>37602.18</b> |
| <b>Resources Expended</b>                |       |                 |                |                 |
| Charitable activities                    | 6     | 30496.73        | 0.00           | 30496.73        |
| Grants expended                          | 7     | 0.00            | 4847.12        | 4847.12         |
| Trading activities                       | 8     | 3342.28         | 0.00           | 3342.28         |
| Other expenditure                        | 9     | 0.00            | 0.00           | 0.00            |
|  |       | <b>33839.01</b> | <b>4847.12</b> | <b>38686.13</b> |
|  |       | <b>-577.83</b>  | <b>-506.12</b> | <b>-1083.95</b> |
| <b>Net Surplus (-Deficit) for period</b> |       |                 |                |                 |

## BALANCE SHEET

|                          |    | <u>2021/22</u>  |                |                 |
|--------------------------|----|-----------------|----------------|-----------------|
|                          |    | Unrestricted    | Restricted     | TOTAL           |
| <b>FIXED ASSETS</b>      |    |                 |                |                 |
| Tangible Assets          |    | 0.00            | 0.00           | 0.00            |
| <b>CURRENT ASSETS</b>    |    |                 |                |                 |
| Stock                    | 10 | 3152.00         | 0.00           | 3152.00         |
| Debtors                  | 11 | 0.00            | 0.00           | 0.00            |
| Cash at bank and in hand | 12 | 70066.00        | 6867.78        | 76933.78        |
|                          |    | <b>73218.00</b> | <b>6867.78</b> | <b>80085.78</b> |
| <b>CREDITORS:</b>        |    |                 |                |                 |

|  |    |                 |                |                 |
|--|----|-----------------|----------------|-----------------|
| Less: Amounts falling due within one year    | 13 | -2632.41        | 0.00           | -2632.41        |
| <b>NET CURRENT ASSETS</b>                    |    | <b>70585.59</b> | <b>6867.78</b> | <b>77453.37</b> |
| <b>NET TOTAL ASSETS before Provisions</b>    |    | <b>70585.59</b> | <b>6867.78</b> | <b>77453.37</b> |
| <b>CREDITORS: falling due after one year</b> |    | 0.00            | 0.00           | 0.00            |
| <b>NET ASSETS</b>                            |    | <b>70585.59</b> | <b>6867.78</b> | <b>77453.37</b> |
| <b>Represented by:</b>                       |    |                 |                |                 |
| <b>RESTRICTED FUNDS</b>                      | 14 | 0.00            | 6867.78        | 6867.78         |
| <b>UNRESTRICTED FUNDS</b>                    | 15 | 70585.59        | 0.00           | 70585.59        |
|  |    | <b>70585.59</b> | <b>6867.78</b> | <b>77453.37</b> |

## HERNE BAY MUSEUM TRUST

### Notes to the Accounts for the period ended 31st March 2022

#### INCOME

| <u>2021/22</u> |            |       |
|----------------|------------|-------|
| Unrestricted   | Restricted | TOTAL |

#### Note 1

##### Grants Received

|  |                 |                |                 |
|--|-----------------|----------------|-----------------|
| Canterbury City Council - Management Fee | 15000.00        | 0.00           | 15000.00        |
| Covid support grants                     | 2667.00         | 0.00           | 2667.00         |
| Furlough                                 | 3351.40         | 0.00           | 3351.40         |
| Restricted grants                        | 0.00            | 4261.00        | 4261.00         |
|  | <b>21018.40</b> | <b>4261.00</b> | <b>25279.40</b> |

#### Note 2

##### Charitable activities

|                        |         |      |         |
|------------------------|---------|------|---------|
| General admissions     | 2795.02 | 0.00 | 2795.02 |
| Workshops and Lectures | 161.00  | 0.00 | 161.00  |
| Raffle Income          | 0.00    | 0.00 | 0.00    |
| Rental Charge          | 0.00    | 0.00 | 0.00    |
| Gift aid               | 0.00    | 0.00 | 0.00    |

|                |             |                |
|----------------|-------------|----------------|
| <b>2956.02</b> | <b>0.00</b> | <b>2956.02</b> |
|----------------|-------------|----------------|

**Note 3** Trading activities

|                |                |             |                |
|----------------|----------------|-------------|----------------|
| Retail Sales   | 8522.37        | 0.00        | 8522.37        |
| Postage stamps | 13.53          | 0.00        | 13.53          |
|                | <b>8535.90</b> | <b>0.00</b> | <b>8535.90</b> |

**Note 4** Donations Received

|             |               |              |               |
|-------------|---------------|--------------|---------------|
| Individuals | 673.52        | 80.00        | 753.52        |
| Corporate   | 0.00          | 0.00         | 0.00          |
| Sponsorship | 0.00          | 0.00         | 0.00          |
|             | <b>673.52</b> | <b>80.00</b> | <b>753.52</b> |

**Note 5** Other Income

|                                      |              |             |              |
|--------------------------------------|--------------|-------------|--------------|
| Interest Received on Deposit Account | 6.85         | 0.00        | 6.85         |
| Corporate refund                     | 70.49        | 0.00        | 70.49        |
| Other income                         | 0.00         | 0.00        | 0.00         |
|                                      | <b>77.34</b> | <b>0.00</b> | <b>77.34</b> |

**TOTAL INCOME**

|                 |                |                 |
|-----------------|----------------|-----------------|
| <b>33261.18</b> | <b>4341.00</b> | <b>37602.18</b> |
|-----------------|----------------|-----------------|

**EXPENDITURE**

| <u>2021/22</u> |            |       |
|----------------|------------|-------|
| Unrestricted   | Restricted | TOTAL |

**Note 6** Charitable activities

|                                     |          |         |          |
|-------------------------------------|----------|---------|----------|
| Depreciation of Fixed Assets        | 0.00     | 0.00    | 0.00     |
| Occupancy                           | 2657.33  | 0.00    | 2657.33  |
| Utilities                           | 5607.60  | 0.00    | 5607.60  |
| Office Costs                        | 2324.58  | 1072.50 | 3397.08  |
| Insurance                           | 583.92   | 0.00    | 583.92   |
| Marketing - Publicity and Promotion | 2041.86  | 0.00    | 2041.86  |
| Exhibitions                         | 35.80    | 1048.55 | 1084.35  |
| Staffing                            | 450.00   | 0.00    | 450.00   |
| Management                          | 15524.90 | 0.00    | 15524.90 |
| Financial & Legal                   | 837.40   | 0.00    | 837.40   |
| Retail Materials                    | 80.08    | 0.00    | 80.08    |
| Collections Management              | 341.27   | 1967.42 | 2308.69  |
| Education and Outreach              | 12.00    | 582.36  | 594.36   |

|                 |                |                 |
|-----------------|----------------|-----------------|
| <b>30496.74</b> | <b>4670.83</b> | <b>35167.57</b> |
|-----------------|----------------|-----------------|

**Note 7** Restricted Grants and Donations Expended

|                                     |         |                |                    |
|-------------------------------------|---------|----------------|--------------------|
| HLF - Pudding Pan Heritage Project  | 0.00    |                |                    |
| Co-op Community Fund Grant          | 23.88   |                | <i>See Note 16</i> |
| QRA Geoconservation Award           | 208.20  |                |                    |
| Art Fund - Purchase of aquatints    | 622.00  |                |                    |
| VandA Fund - Purchase of aquatints  | 700.00  |                |                    |
| Donation - Purchase of aquatints    | 78.00   |                |                    |
| Herne Bay Festival Grant            | 379.92  |                |                    |
| Herne Bay Festival Fund             | 331.17  |                | <i>See Note 16</i> |
| Collections Care Grant              | 359.22  |                |                    |
| KCC Climate Change Exhibition Grant | 895.94  |                |                    |
| Family Friendly Audits              | 0.00    |                |                    |
| Audience Champions Grant            | 0.00    |                |                    |
| HB Coastal Community Team Grant     | 0.00    |                |                    |
| SE Museums Recovery Grant           | 1072.50 |                |                    |
| Community Volunteering Grant        | 0.00    |                |                    |
|                                     |         | <b>4670.83</b> |                    |

**Note 8** Purchases of Merchandise

|                          |                |               |                |
|--------------------------|----------------|---------------|----------------|
| Retail Stock             | 2055.77        | 176.29        | 2232.06        |
| Sale or Return purchases | 1286.51        | 0.00          | 1286.51        |
|                          | <b>3342.28</b> | <b>176.29</b> | <b>3518.57</b> |

**Note 9** Other Expenditure

|             |             |             |
|-------------|-------------|-------------|
| <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|-------------|-------------|-------------|

**Note 10** Stock on hand at cost

|                |               |                |
|----------------|---------------|----------------|
| <b>3028.80</b> | <b>122.80</b> | <b>3151.60</b> |
|----------------|---------------|----------------|

**Note 11** Debtors

|             |             |             |
|-------------|-------------|-------------|
| <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|-------------|-------------|-------------|

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

|                                |          |         |          |
|--------------------------------|----------|---------|----------|
| Bank balance - Current Account | 44002.83 | 6867.78 | 50870.61 |
| Bank balance - Savings Account | 25363.63 | 0.00    | 25363.63 |
| Unbanked cash in hand          | 505.43   | 0.00    | 505.43   |

|                               |                 |                |                 |
|-------------------------------|-----------------|----------------|-----------------|
| Unbanked credit card payments | 47.57           | 0.00           | 47.57           |
| Petty cash float              | 50.00           | 0.00           | 50.00           |
| Cash in safe                  | 46.54           | 0.00           | 46.54           |
| Till float                    | 50.00           | 0.00           | 50.00           |
|                               | <b>70066.00</b> | <b>6867.78</b> | <b>76933.78</b> |

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

|                                     |                |             |                |
|-------------------------------------|----------------|-------------|----------------|
| Cheques issued but not presented    |                |             |                |
| Occupancy                           | 0.00           | 0.00        | 0.00           |
| Utilities                           | 0.00           | 0.00        | 0.00           |
| Office Costs                        | 18.60          | 0.00        | 18.60          |
| Insurance                           | 0.00           | 0.00        | 0.00           |
| Marketing - Publicity and Promotion | 0.00           | 0.00        | 0.00           |
| Exhibitions                         | 0.00           | 0.00        | 0.00           |
| Staffing                            | 0.00           | 0.00        | 0.00           |
| Management                          | 1229.04        | 0.00        | 1229.04        |
| Financial & Legal                   | 0.00           | 0.00        | 0.00           |
| Retail Materials                    | 12.16          | 0.00        | 12.16          |
| Collections Management              | 500.00         | 0.00        | 500.00         |
| Education and Outreach              | 0.00           | 0.00        | 0.00           |
| Retail stock                        | 57.88          | 0.00        | 57.88          |
| Retail sale or return (Makers)      | 814.73         | 0.00        | 814.73         |
|                                     | <b>2271.92</b> | <b>0.00</b> | <b>2632.41</b> |

**Note 14** Provisions in respect of unspent restricted funds

|                                    |                |
|------------------------------------|----------------|
| Disability Awareness Grant         | 23.71          |
| HLF - Pudding Pan Heritage Project | 85.71          |
| Co-op Fund - Free School Visits    | 4322.98        |
| QRA Geoconservation Award          | 360.49         |
| Family Friendly Audits             | 250.00         |
| Audience Champions Grant           | 50.00          |
| HB Coastal Community Team          | 300.00         |
| Community Volunteering Grant       | 500.00         |
| KCC Climate Change Grant           | 104.06         |
| Restricted donation                | 2.00           |
| Herne Bay Festival Fund            | 868.83         |
|                                    | <b>6867.78</b> |

**Note 15** Unrestricted Funds

|  |                |                 |                |
|--|----------------|-----------------|----------------|
| Brought forward from previous year         | 10098.35       | 0.00            | 10098.35       |
| Transfer to restricted funds (See note 14) | 0.00           | -6867.78        | -6867.78       |
| Surplus/(Deficit) for year                 | -577.83        | -506.12         | -1083.95       |
| Carried forward                            | <b>9520.52</b> | <b>-7373.90</b> | <b>2146.62</b> |

**Note 16** Transfer between funds

|                                      |                |                 |             |
|--------------------------------------|----------------|-----------------|-------------|
| Co-op Community Fund - school visits | 362.00         | -362.00         | 0.00        |
| Herne Bay Festival Fund - admissions | 868.83         | -868.83         | 0.00        |
| Balance of donation for aquatints    | 2.00           | -2.00           | 0.00        |
|                                      | <b>1232.83</b> | <b>-1232.83</b> | <b>0.00</b> |

**CASH FUNDS AT YEAR END**

|  | <u>2021/22</u>      |                   |              |
|--|---------------------|-------------------|--------------|
|  | <b>Unrestricted</b> | <b>Restricted</b> | <b>TOTAL</b> |
| Cash funds at previous year end          | <b>70644</b>        | <b>7374</b>       | <b>78018</b> |
| Net surplus/deficit for current year     | -578                | -506              | -1084        |
| Estimated Cash funds at current year end | <b>70066</b>        | <b>6868</b>       | <b>76934</b> |
| Cash in hand (See Note 12)               | <b>70066</b>        | <b>6868</b>       | <b>76934</b> |
| Transfer between funds (See Note 16)     | <b>1233</b>         | <b>-1233</b>      |              |
| <b>CASH FUNDS AT YEAR END</b>            | <b>71299</b>        | <b>5635</b>       | <b>76934</b> |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|   |         |
|---|---------|
| Charity Name<br><b>HERNE BAY MUSEUM TRUST</b> | 1160344 |
|---|---------|

## Receipts and payments accounts

|                            |                               |           |                              |
|----------------------------|-------------------------------|-----------|------------------------------|
| <b>For the period from</b> | Period start date<br>4/1/2021 | <b>To</b> | Period end date<br>3/31/2022 |
|----------------------------|-------------------------------|-----------|------------------------------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |
| Management fee and Grants received                    | 21,018                                    | 4,261                                | -                                   | 25,279                          |
| Charitable activities                                 | 2,956                                     | -                                    | -                                   | 2,956                           |
| Trading activities                                    | 8,536                                     | -                                    | -                                   | 8,536                           |
| Donations   | 674                                       | 80                                   | -                                   | 754                             |
| Other income  | 77  | -                                    | -                                   | 77                              |
| Adjustment to 2019/20 accounts                        | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
| <b>Sub total (Gross income for AR)</b>                | <b>33,261</b>                             | <b>4,341</b>                         | <b>-</b>                            | <b>37,602</b>                   |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |
|   | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        |
| <b>Total receipts</b>                                 | <b>33,261</b>                             | <b>4,341</b>                         | <b>-</b>                            | <b>37,602</b>                   |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |
| Charitable activities                                 | 30,497                                    | -                                    | -                                   | 30,497                          |
| Grants expended                                       | -   | 4,848                                | -                                   | 4,848                           |
| Trading activities                                    | 3,342                                     | -                                    | -                                   | 3,342                           |
| Other expenditure                                     | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
| <b>Sub total</b>                                      | <b>33,839</b>                             | <b>4,848</b>                         | <b>-</b>                            | <b>38,687</b>                   |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |
|   | -   | -                                    | -                                   | -                               |
|   | -   | -                                    | -                                   | -                               |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        |
| <b>Total payments</b>                                 | <b>33,839</b>                             | <b>4,848</b>                         | <b>-</b>                            | <b>38,687</b>                   |
| <b>Net of receipts/(payments)</b>                     | <b>- 578</b>                              | <b>- 506</b>                         | <b>-</b>                            | <b>- 1,084</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>1,233</b>                              | <b>- 1,233</b>                       | <b>-</b>                            | <b>-</b>                        |
| <b>A6 Cash funds last year end</b>                    | <b>70,644</b>                             | <b>7,374</b>                         | <b>-</b>                            | <b>78,018</b>                   |
| <b>Cash funds this year end</b>                       | <b>71,299</b>                             | <b>5,635</b>                         | <b>-</b>                            | <b>76,934</b>                   |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|
| <b>B1 Cash funds</b>                                | Bank balance - current account                         | 45,236                             | 5,635                            |
|   | Bank balance - savings account                         | 25,364                             | -                                |
|   | Unbanked cash in hand                                  | 505                                |                                  |
|   | Unbanked credit card payments                          | 48                                 |                                  |
|   | Petty cash float                                       | 50                                 |                                  |
|   | Cash in safe   | 47                                 | -                                |
|   | Till float   | 50                                 | -                                |
|   |  | <b>71,299</b>                      | <b>5,635</b>                     |
|   | (agree balances with receipts and payments account(s)) | -                                  | 0                                |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                     | Details  | -                                  | -                                |
|   |  | -                                  | -                                |
|   |  | -                                  | -                                |
|   |  | -                                  | -                                |
|   |  | -                                  | -                                |
|   |  | -                                  | -                                |
| <b>B3 Investment assets</b>                         | Details  | Fund to which asset belongs        | Cost (optional)                  |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
| <b>B4 Assets retained for the charity's own use</b> | Details  | Fund to which asset belongs        | Cost (optional)                  |
|   | Retail stock   | Unrestricted                       | 3,152                            |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
|   |  |                                    | -                                |
| <b>B5 Liabilities</b>                               | Details  | Fund to which liability relates    | Amount due (optional)            |
|   | Creditors due within one year                          | Unrestricted                       | 2,632                            |
|   |  |                                    | -                                |
|   |  |                                    | -                                |

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

|  |  |
|--|--|
|  |  |
|  |  |

**CC16a**

**Last year**

**to the nearest £**

|               |
|---------------|
| <b>47,982</b> |
| -             |
| <b>2,405</b>  |
| <b>293</b>    |
| <b>915</b>    |
| <b>300</b>    |
| -             |
| -             |
| <b>51,895</b> |

|   |
|---|
| - |
| - |
| - |

|               |
|---------------|
| <b>51,895</b> |
|---------------|

|               |
|---------------|
| <b>33,897</b> |
| <b>4,495</b>  |
| <b>2,190</b>  |
| -             |
| -             |
| -             |
| -             |
| -             |
| -             |
| -             |
| <b>40,582</b> |

|   |
|---|
| - |
| - |
| - |

|               |
|---------------|
| <b>40,582</b> |
|---------------|

|               |
|---------------|
| <b>11,313</b> |
| -             |
| -             |
| <b>11,313</b> |



**Endowment funds**  
to nearest £

|               |
|---------------|
| 50,871        |
| 25,364        |
| 505           |
| 48            |
| 50            |
| 47            |
| 50            |
| <b>76,934</b> |
| - 0           |

**Endowment funds**  
to nearest £

|   |
|---|
| - |
| - |
| - |
| - |
| - |
| - |

**Current value (optional)**

|   |
|---|
| - |
| - |
| - |
| - |
| - |

**Current value (optional)**

|   |
|---|
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |

**When due (optional)**

|  |
|--|
|  |
|  |
|  |
|  |

Date of approval |





Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Herne Bay Museum Trust

On accounts for the year ended

31<sup>st</sup> March 2022

Charity no (if any)

1160344

Set out on pages

1&2

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022

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

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:

14<sup>th</sup> October 2022

Name:

David Stephen Mann

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

Address:

Oast View, The Drove, Chestfield, Whitstable, Kent. CT5 3NY

**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.

|   |  |
|---|--|
| <p>Home Boy Museum Trust</p> <p>31st March 2022</p> <p>182</p>  | <p>On accounts for the year ended</p> <p>Get out on pages</p>  |
| <p>I report to the trustees on my examination of the charity (the Trust) for the year ended 31st March 2022. As the charity's trustees you are responsible for accounts in accordance with the requirements of the Act. I report to you on my examination of the accounts under section 147 of the 2007 Act and in carrying out my duties I have followed all the applicable provisions of the Act. I have completed my examination of the accounts and come to my attention in connection with the examination disclosed below (which gives the details of any material matters) which gives the details of any material matters. The accounts did not comply with the requirements of the Act and I have not issued a report. The accounts did not comply with the requirements of the Act and I have not issued a report. The accounts did not comply with the requirements of the Act and I have not issued a report. I have no concerns and have signed the report in accordance with the provisions of the Act. I have no concerns and have signed the report in accordance with the provisions of the Act. I have no concerns and have signed the report in accordance with the provisions of the Act.</p> | <p>Responsibilities and basis of report</p> <p>Independent examiner's statement</p> <p>Signature</p> |

|                           |  |
|---------------------------|--|
| <p>David Stephen Mann</p> | <p>Name</p>                                |
| <p>[Empty box]</p>        | <p>Professional qualification (if any)</p> |
| <p>[Empty box]</p>        | <p>Address</p>                             |

**HERNE BAY MUSEUM TRUST**

England & Wales - Charity number 1160344

---

# Accounts

---



**HERNE BAY MUSEUM TRUST**  
**A Charitable Incorporated Organisation**  
**Charity number 116034**

**Annual Report 2020-21**

The Seaside Museum Herne Bay is a non-profitmaking venture run by the Herne Bay Museum Trust under a Management Agreement with Canterbury City Council, and staffed by volunteers and a part time administrator.

**Governance and Staffing**

Trustees

At the end of the year April 2020- March 2021 the Board comprised a full membership of nine:

Mr Ian Tittley (Chair)

Mr David Kingham (Treasurer)

Mrs Audrey Parkes

Ms Helen Marsh

Mr Eddie Baker

Mr Alan Porter

Mr Justin Burns (appointed March 2021)

Mr Douglas Downing (appointed March 2021)

Ms Victoria Mulford (appointed March 2021)

Trustees

The Trust advertised for new Trustees, recruited three (see above) and welcomed them to the Board.

Volunteers

Fewer (25) volunteers were registered at the end of 2020-21 compared with 40 at the end of the previous year; people stood down due to the Covid-19 pandemic. However, a successful South East Museum Development (SEMD) grant linked to a 'Growing Volunteers' workshop has provided towards recruitment, training and some travel expenses.

Staff

Mrs Clare Cordeaux, Museum Administrator (part time 20 hours per week): furloughed from April to June 2020, and flexi-furloughed (10 hours per week) from January to April 2021.

## **Achievements 2020-2021**

Despite closure to the public from 17<sup>th</sup> March to 7<sup>th</sup> August 2020, from 30<sup>th</sup> September to 18<sup>th</sup> October, and from 7<sup>th</sup> November until the end of March 2021, projects were completed at the museum and included, in summary:

- Appointment of three new Trustees
- Moving the bouncing bombs to a new display case
- Redecorating and renewing other ground floor cases
- Renewal of the temporary exhibition room by revealing and repairing the front windows
- Repainting the inside museum throughout
- Environmental health audit
- Air-exchange audit and improvement to air conditioning system
- Applications for grants
- Social-media retail with collection by appointment
- Publication of a calendar for 2021
- Fortnightly virtual meetings with volunteers
- Quarterly Newsletters (Winter, Spring)
- 10 informal and formal virtual Trustee meetings
- Regular client officer/mentor meetings
- Regular contact with SEMDP
- Regular contact with 'Wheels of Time' project
- Participation in 'Buy in the Bay' and 'Visit Canterbury' group virtual meetings
- Revamping web site commenced
- You-Tube videos and on-line activities for children

The Forward Plan for 2020-21 was cancelled and revised for 2021-22.

## **Covid-19 pandemic**

During the periods of closure the museum was checked, usually twice per week, for security, water leakage, appropriate temperature and humidity and for telephone calls and post. An internet link was maintained remotely.

In preparation for temporary summer and autumn opening the museum was deep cleaned, sanitizing stations installed, the children's area cleared and activity equipment put in store; other touchable objects in the museum were also cleared. A risk-assessment for re-opening was prepared and new working arrangements implemented, notably the acquisition and use of PPE, all of which involved staff/volunteer training.

## **Audience Review**

- Admissions: Covid-19 closure meant that only 477 visitors came to the museum during the brief summer and autumn periods when the museum was open.
- Visitor satisfaction: Not recorded this year.
- Visitor origin: Not recorded this year.
- School visits: None this year.
- Website and Social-media audiences: there was an increase in visits during closure with over 1100 followers on Facebook, over 800 on Instagram and over 800 on Twitter. These were an important means of keeping in touch with visitors.

- 'Audience Champions': the museum commence participation in this project run by the Audience Agency for the Southeast Museums Development Programme but which was postponed due to Covid-19.

### **Exhibitions, events and activities**

None this year due to Covid-19 and first floor closure due to poor air flow; because of the latter entrance fees were temporarily withdrawn.

### **Galleries**

Long-term gallery redevelopment was deferred until re-opening in 2021.

During museum closure when access to the building was allowed, a small team of volunteers continued with the refurbishment of the downstairs display cases. Membership of the group led by Bill Phillips was open to any of the museum's volunteers. Last year the first three cases dealing with the Pier, the Red Rover, and Herne Bay's Beaches were completed. One of the innovations was the introduction of an additional handbook to expand upon the exhibits in the pier case. It is intended to continue this when Covid restrictions allow. This year attention turned to the large fragment of the Upkeep trial bomb which has been stored outside the museum since its rediscovery in 2018 near Reculver. The plan was to house the existing Highball and the Upkeep bombs in the same case at the western end of the Museum. In the event, it was found that two cases were required for best effect. A new de-humidifier was fitted by the team but outside contractors were required for the heavy lifting of the two bombs. The new arrangement allowed us to include the video within the case which could be extended to other cases. In addition; the WWII case showing the effect of the war on Herne Bay was also completed. The case where the bomb was before the move is currently a temporary exhibition of ships that might have been seen passing Herne Bay through the ages and the last case is a temporary seaside exhibit.

### **Education and outreach**

Activities were cancelled this year apart from on-line activity packs put together by the museum's Education and Outreach team. Preliminary plans were made for the 'Herne Bay Festival' in August 2021.

A Coastal Community Fund grant for 2020-21 for Karen Simpson to run an Arts Award workshop was deferred to 2021-22.

### **Collections**

No major collection management projects were undertaken this year although the Museum did continue to accept objects for incorporation into the collection (owned by Canterbury City Council) as required by the Management Services Agreement

The main activity during 2020-21 was research and curation of the archaeological collection by Peter Knowles. A large amount of this research has involved and is dependent on archives held by the Herne Bay Historical Records Society. Some of the archival material

used for research is on a five-year loan to Peter Knowles care of the museum. The archaeological collection requires specialist curation and cataloguing enabling the collection to be brought to a standard from which new displays and narratives can be developed. Luke Dale, a PhD student at Durham University visited the museum in September 2020, to make a study of the Paleolithic handaxes from Reculver. As most of the Reculver handaxes in the museum collection are currently displayed in the first floor gallery, these were removed for a few days to the office for study. PK commenced a Durham University doctoral research project in October 2020, a direct outcome of the SMART project. Using the museum's collection, one of the country's most important collections, it seeks to answer long held questions surrounding the antiquity of the Palaeolithic flint implements from the east Kent river Stour; large quantities of flint implements were found in the gravel pits on the valley's edge and on the foreshore at Reculver by the museum founder Dr Tom Armstrong Bowes. Plans are also being developed for the museum to engage with a long term community archaeology project around the Palaeolithic flint implements from the Reculver cliffs which would link with the history of the Palaeolithic artefacts in the museum and locality. Two pieces of partially fossilized skull were lent to the University of Kent for carbon14 dating at Oxford University which established that the skull fragments were from the early Iron Age c500 BC. The Seaside Museum contributed to The African Foundation for Development workshop that discussed how Freedom of Information requests can be deployed to help identify where African artefacts and human remains are in heritage collections; some items in the museum's collection are of an African origin. The Society for Museum Archaeology Resource and Training project mentee summary by PK provided information on the history of the Seaside Museum and its collections.

### **Estate**

An environmental health audit recommended improved air-flow in the building and suggested re-opening the windows in the temporary exhibition room. A grant from the SEMDP enabled air-flow and exchange tests to be undertaken; this recommended re-opening the windows in the temporary exhibition room, and a maximum carrying capacity of 50 visitors (25 on each floor) when the air flow/conditioning was set at maximum; when set at a low level the first floor capacity would be 15 visitors. Another grant from SEMDP paid for the re-opening of the windows in the special exhibition room, their renovation, installation of UV filters and blinds, and for the museum to be re-painted throughout.

The window in the office was also replaced and UV filters installed as part of CCC maintenance. Refurbishment and repair to the museum exterior was identified as an issue of concern and agreed to by CCC for 2021-22.

## Financial Review

### **HERNE BAY MUSEUM TRUST**

Registered Charity No. 1160344

12 William Street, Herne Bay, Kent CT6 5EJ

### **STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31st March 2021**

| INCOME AND EXPENDITURE                          | 2021             |                  |                  |
|---|------------------|------------------|------------------|
|   | Unrestricted     | Restricted       | TOTAL            |
| <b>INCOME</b>                                   |                  |                  |                  |
| Management fee and Grants received              | 41,539.92        | 6,442.39         | 47,982.31        |
| Charitable activities                           | 0.00             | 0.00             | 0.00             |
| Trading activities                              | 2,405.44         | 0.00             | 2,405.44         |
| Donations                                       | 293.00           | 0.00             | 293.00           |
| Other Income                                    | 914.95           | 0.00             | 914.95           |
|   | <b>45,153.31</b> | <b>6,442.39</b>  | <b>51,595.70</b> |
| <b>EXPENDITURE</b>                              |                  |                  |                  |
| Charitable activities                           | 34,106.89        | 0.00             | 34,106.89        |
| Grants expended                                 | 0.00             | 4,284.69         | 4,284.69         |
| Trading activities                              | 2,190.16         | 0.00             | 2,190.16         |
| Other expenditure                               | 0.00             | 0.00             | 0.00             |
|   | <b>36,297.05</b> | <b>4,284.69</b>  | <b>40,581.74</b> |
| <b>NET SURPLUS (-DEFICIT) BEFORE PROVISIONS</b> | <b>8,856.26</b>  | <b>2,157.70</b>  | <b>11,013.96</b> |
| <b>PROVISIONS</b>                               |                  |                  |                  |
| Creditors falling due within one year           | 1,448.78         | 0.00             | 1,448.78         |
| Unspent restricted funds                        | 0.00             | 8,794.03         | 8,794.03         |
|   | <b>1,448.78</b>  | <b>8,794.03</b>  | <b>10,242.81</b> |
| <b>NET SURPLUS (-DEFICIT) AFTER PROVISIONS</b>  | <b>7,407.48</b>  | <b>-6,636.33</b> | <b>771.15</b>    |

| BALANCE SHEET                            | 2021                  |                     |                  |
|--|-----------------------|---------------------|------------------|
|  | Unrestricted<br>Funds | Restricted<br>Funds | TOTAL            |
| <b>FIXED ASSETS</b>                      |                       |                     |                  |
| Tangible Assets                          | 0.00                  | 0.00                | 0.00             |
| <b>CURRENT ASSETS</b>                    |                       |                     |                  |
| Stock                                    | 3,979.75              | 0.00                | 3,979.75         |
| Debtors                                  | 0.00                  | 0.00                | 0.00             |
| Cash at bank and in hand                 | 69,204.13             | 8,794.03            | 77,998.16        |
| <b>TOTAL ASSETS</b>                      | <b>73,183.88</b>      | <b>8,794.03</b>     | <b>81,977.91</b> |
| <b>LIABILITIES AND RETAINED EARNINGS</b> |                       |                     |                  |
| Creditors falling due within one year    | 1,448.78              | 0.00                | 1,448.78         |

|  |                  |                 |                  |
|--|------------------|-----------------|------------------|
| Ceditors falling due after one year            | 0.00             | 0.00            | 0.00             |
| Unspent restricted funds                       | 0.00             | 8,794.03        | 8,794.03         |
| Retained earnings                              | 71,735.10        | 0.00            | 71,735.10        |
| <b>TOTAL LIABILITIES AND RETAINED EARNINGS</b> | <b>73,183.88</b> | <b>8,794.03</b> | <b>81,977.91</b> |



## Receipts and payments accounts

CC16a

|                     |                   |    |                 |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
|                     | 01/04/19          |    | 31/03/20        |

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Management fee and Grants received                    | 15,000                                 | 5,116                                | -                                   | 20,116                          | 26,562                        |
| Charitable activities                                 | 6,228                                  | -                                    | -                                   | 6,228                           | 8,152                         |
| Trading activities                                    | 9,771                                  | -                                    | -                                   | 9,771                           | 11,089                        |
| Donations   | 1,150                                  | -                                    | -                                   | 1,150                           | 1,707                         |
| Other Income  | 183                                    | -                                    | -                                   | 183                             | 191                           |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>32,332</b>                          | <b>5,116</b>                         | <b>-</b>                            | <b>37,448</b>                   | <b>47,701</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>32,332</b>                          | <b>5,116</b>                         | <b>-</b>                            | <b>37,448</b>                   | <b>47,701</b>                 |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Charitable activities                                 | 31,252                                 | -                                    | -                                   | 31,252                          | 20,653                        |
| Raising funds   | -                                      | -                                    | -                                   | -                               | -                             |
| Grants expended                                       | -                                      | 22,082                               | -                                   | 22,082                          | 17,874                        |
| Trading activities                                    | 5,301                                  | -                                    | -                                   | 5,301                           | 6,002                         |
| Other expenditure                                     | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>36,553</b>                          | <b>22,082</b>                        | <b>-</b>                            | <b>58,635</b>                   | <b>44,529</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>36,553</b>                          | <b>22,082</b>                        | <b>-</b>                            | <b>58,635</b>                   | <b>44,529</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 4,221</b>                         | <b>- 16,966</b>                      | <b>-</b>                            | <b>- 21,187</b>                 | <b>3,172</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>65,148</b>                          | <b>23,344</b>                        | <b>-</b>                            | <b>88,492</b>                   | <b>85,320</b>                 |
| <b>Cash funds this year end</b>                       | <b>60,927</b>                          | <b>6,378</b>                         | <b>-</b>                            | <b>67,305</b>                   | <b>88,492</b>                 |

### Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> |  |                                    |                                  |                                 |
|                      | Current Account                        | 34,898                             | 6,676                            | -                               |
|                      | Deposit Account                        | 25,336                             | -                                | -                               |
|                      | Float and Cash                         | 95                                 | -                                | -                               |
|                      | Cheque put Through Till but not Banked | 300                                | -                                | -                               |
|                      |  | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>                | <b>60,629</b>                      | <b>6,676</b>                     | <b>-</b>                        |

(agree balances with receipts and payments account(s))

(298)  
Unrestricted funds

298  
Restricted funds

OK  
Endowment funds

**B2 Other monetary assets**

| Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------|------------------------------------|----------------------------------|---------------------------------|
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |

**B3 Investment assets**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

**B4 Assets retained for the charity's own use**

| Details      | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--------------|-----------------------------|-----------------|--------------------------|
| Retail Stock | Unrestricted                | -               | 3,630                    |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |
|              |                             | -               | -                        |

**B5 Liabilities**

| Details                       | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-------------------------------|---------------------------------|-----------------------|---------------------|
| Creditors due within one year |                                 | 4,922                 |                     |
|                               |                                 | -                     |                     |
|                               |                                 | -                     |                     |
|                               |                                 | -                     |                     |
|                               |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
|           |            |                  |
|           |            |                  |



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Herne Bay Museum Trust

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

1160344

**Set out on pages**

1&2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

**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**

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 145(5)(b) 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:**

20<sup>th</sup> October 2021

**Name:**

David Stephen Mann

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

**Address:**

Oast View, The Drove, Chestfield, Whitstable, Kent. CT5 3NY

**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.**