



**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	<u>2021</u>		
	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	<u>2021</u>		
	Unrestricted Funds	Restricted 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 to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year 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>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 to nearest £	Restricted funds to nearest £	Endowment funds 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) 298 OK

	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			
Retail Stock	Unrestricted	-	3,630
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			
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

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 31/03/2021

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 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.**