

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 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

1st 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

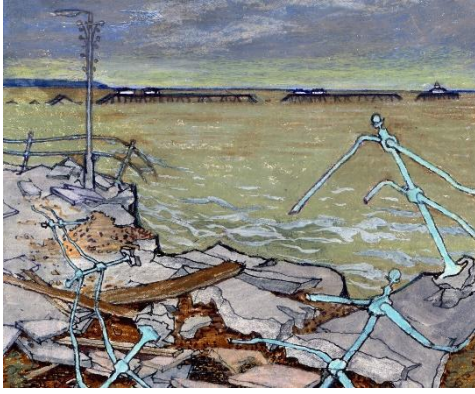
Pirate Day

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 (15th 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

00 March 2023

		Notes	2022/23		
			Unrestricted	Restricted	TOTAL
Incoming Resources					
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	
		40452.73	1780.00	42232.73	
Resources Expended					
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	
		51105.39	1913.01	53018.40	
Net Surplus (-Deficit) for period		-10652.64	-133.01	-10785.65	

BALANCE SHEET

FIXED ASSETS

Tangible Assets		0.00	0.00	0.00
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CURRENT ASSETS

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
		63231.01	5502.34	68733.35

CREDITORS:

Less: Amounts falling due within one year	13	-214.18	0.00	-214.18
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NET CURRENT ASSETS		63016.83	5502.34	68519.17
NET TOTAL ASSETS before Provisions		63016.83	5502.34	68519.17
CREDITORS: falling due after one year		0.00	0.00	0.00
NET ASSETS		63016.83	5502.34	68519.17
Represented by:				
RESTRICTED FUNDS	14	0.00	5502.34	5502.34
UNRESTRICTED FUNDS	15	63016.83	0.00	63016.83
		63016.83	5502.34	68519.17

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
	15000.00	1780.00	16780.00

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
	5935.48	0.00	5935.48

Note 3

Trading activities

Retail Sales	13942.15	0.00	13942.15
Postage stamps	1.65	0.00	1.65

13943.80	0.00	13943.80
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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
	3606.64	0.00	3606.64

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
	1966.81	0.00	1966.81

TOTAL INCOME

40452.73	1780.00	42232.73
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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
	43837.52	1913.01	45750.53

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		<i>16</i>
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		
	1913.01		

Note 8 Purchases of Merchandise

Retail Stock	4358.01	0.00	4358.01
Sale or Return purchases	2909.86	0.00	2909.86
	7267.87	0.00	7267.87

Note 9 Other Expenditure

0.00	0.00	0.00
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Note 10 Stock on hand at cost

2585.00	0.00	2585.00
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Note 11 Debtors

0.00	0.00	0.00
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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
	60646.01	5502.34	66148.35

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
	214.18	0.00	214.18

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
	5502.34

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	60646.36	-5635.35	66148.35

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
	1325.99	-1325.99	0.00

CASH FUNDS AT YEAR END

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

Estimated Cash funds at current year end

Cash in hand (*See Note 12*)

Transfer between funds (*See Note 16*)

CASH FUNDS AT YEAR END

60646	5502	66148
60646	5502	66148
1325	-1325	0
61971	4177	66148



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
01/04/2022

To

Period end date
31/03/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,453	1,780	-	42,233	37,602
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,453	1,780	-	42,233	37,602
A3 Payments					
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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	51,105	1,913	-	53,018	38,657
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	51,105	1,913	-	53,018	38,657
Net of receipts/(payments)	- 10,653	- 133	-	- 10,786	- 1,055
A5 Transfers between funds	1,325	- 1,325	-	-	-
A6 Cash funds last year end	71,299	5,635	-	76,934	-
Cash funds this year end	61,971	4,177	-	66,148	- 1,055

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 £
B1 Cash funds	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
		-	-	-
	Total cash funds	61,971	4,177	66,148
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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

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 DD / MM / YYYY.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Date:

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.