

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.*

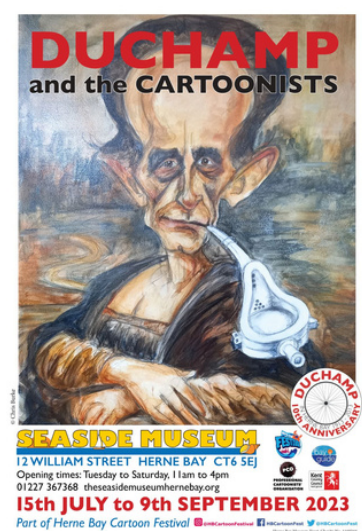
13 May to 8 July 2023 **The Brothers Dalziel – A Family of Artists and Engravers** *curated by Douglas Dowling*

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*



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## 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.

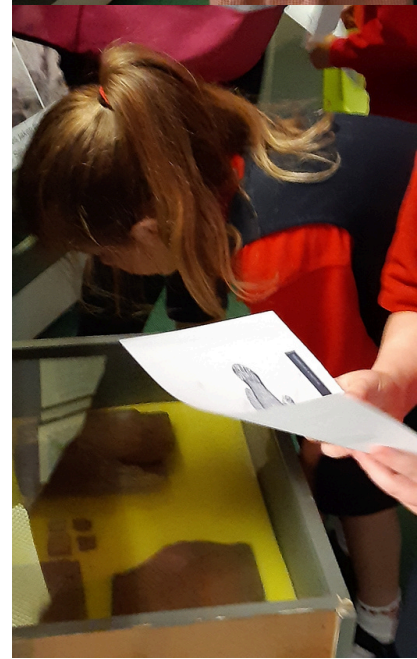
Volunteers prepared and presented sessions on the Victorian Seaside, fossils, the changing seashore, Herne Bay's History, erosion and sea defences, Herne Bay's Pier and World War II.

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.

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## 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
Incoming Resources				
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
		40329.03	3365.51	43694.54
Resources Expended				
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
		47063.39	2952.25	50015.64
Net Surplus (-Deficit) for period		-6734.36	413.26	-6321.10

## BALANCE SHEET

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

Represented by:

**RESTRICTED FUNDS**

14	0.00	4589.59	4589.59
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**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  
Restricted grants

15000.00	0.00	15000.00
0.00	3350.51	3350.51
<b>15000.00</b>	<b>3350.51</b>	<b>18350.51</b>

**Note 2** Charitable activities

General admissions  
School Visits  
Workshops and Lectures  
Raffle Income  
Rental Charge  
Gift aid

6912.07	0.00	6912.07
917.00		917.00
986.00	0.00	986.00
142.00	0.00	142.00
0.00	0.00	0.00
0.00	0.00	0.00
<b>8957.07</b>	<b>0.00</b>	<b>8957.07</b>

**Note 3** Trading activities

Retail Sales  
Postage stamps

13713.12	0.00	13713.12
0.00	0.00	0.00
<b>13713.12</b>	<b>0.00</b>	<b>13713.12</b>

**Note 4** Donations Received

Individuals  
Corporate  
Sponsorship

695.52	15.00	710.52
0.00	0.00	0.00
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  
Corporate refund  
Other income

676.00	0.00	676.00
1287.32	0.00	1287.32
0.00	0.00	0.00
<b>1963.32</b>	<b>0.00</b>	<b>1963.32</b>

**TOTAL INCOME**

<b>40652.03</b>	<b>3365.51</b>	<b>44017.54</b>
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## EXPENDITURE

### Note 6 Charitable activities

Depreciation of Fixed Assets  
Occupancy  
Utilities  
Office Costs  
Insurance  
Marketing - Publicity and Promotion  
Exhibitions  
Staffing  
Management  
Financial & Legal  
Retail Materials  
Collections Management  
Education and Outreach

2023/24		
Unrestricted	Restricted	TOTAL
0.00	0.00	0.00
2149.49	0.00	2149.49
6648.08	0.00	6648.08
2497.66	291.10	2788.76
405.58	0.00	405.58
709.00	0.00	709.00
519.38		519.38
218.80	465.55	684.35
24960.82	0.00	24960.82
626.47	0.00	626.47
102.09	0.00	102.09
967.22	1349.52	2316.74
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  
Quarternary QRA Grant  
Community Volunteering Grant  
SE Museums - Digital Transformation  
Herne Bay Festival Fund  
SE Museums - Collection Care

8.00	See Note 16
830.08	
465.55	
800.98	
139.10	See Note 16
708.54	
<b>2952.25</b>	

### Note 8 Purchases of Merchandise

Retail Stock  
Sale or Return purchases

4020.80	0.00	4020.80
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>
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### Note 10 Stock on hand at cost

<b>3248.59</b>		<b>3248.59</b>
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### Note 11 Debtors

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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### Note 12 Cash at bank and in hand

Bank balance - Current Account  
Bank balance - Savings Account  
Unbanked cash in hand  
Unbanked credit card payments  
Petty cash float  
Cash in safe  
Till float

28562.16	4589.59	33151.75
26000.00	0.00	26000.00
434.85	0.00	434.85
93.25	0.00	93.25
50.00	0.00	50.00
46.54	0.00	46.54
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
<b>61971</b>	<b>4177</b>	<b>66148</b>
-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>



# 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	<u>2023/24</u>		
	Unrestricted	Restricted	TOTAL

### Incoming Resources

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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>

### Resources Expended

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>

### Net Surplus (-Deficit) for period

<b>-6734.36</b>	<b>413.26</b>	<b>-6321.10</b>
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## BALANCE SHEET

<u>2023/24</u>		
Unrestricted	Restricted	TOTAL

### FIXED ASSETS

Tangible Assets	0.00	0.00	0.00
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### 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	<b>-146.18</b>		<b>-146.18</b>
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### NET CURRENT ASSETS

<b>58339.21</b>	<b>4589.59</b>	<b>62928.80</b>
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### NET TOTAL ASSETS before Provisions

<b>58339.21</b>	<b>4589.59</b>	<b>62928.80</b>
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### CREDITORS: falling due after one year

0.00	0.00	0.00
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### NET ASSETS

<b>58339.21</b>	<b>4589.59</b>	<b>62928.80</b>
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Represented by:

**RESTRICTED FUNDS**

14	0.00	4589.59	4589.59
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**UNRESTRICTED FUNDS**

15	55236.64		59827.25
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**HERNE BAY MUSEUM TRUST**

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

**INCOME**

<b>2023/24</b>		
<b>Unrestricted</b>	<b>Restricted</b>	<b>TOTAL</b>

**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>

**TOTAL INCOME**

<b>40652.03</b>	<b>3365.51</b>	<b>44017.54</b>
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## EXPENDITURE

### Note 6 Charitable activities

Depreciation of Fixed Assets  
Occupancy  
Utilities  
Office Costs  
Insurance  
Marketing - Publicity and Promotion  
Exhibitions  
Staffing  
Management  
Financial & Legal  
Retail Materials  
Collections Management  
Education and Outreach

2023/24		
Unrestricted	Restricted	TOTAL
0.00	0.00	0.00
2149.49	0.00	2149.49
6648.08	0.00	6648.08
2497.66	291.10	2788.76
405.58	0.00	405.58
709.00	0.00	709.00
519.38		519.38
218.80	465.55	684.35
24960.82	0.00	24960.82
626.47	0.00	626.47
102.09	0.00	102.09
967.22	1349.52	2316.74
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  
Quarternary QRA Grant  
Community Volunteering Grant  
SE Museums - Digital Transformation  
Herne Bay Festival Fund  
SE Museums - Collection Care

8.00	See Note 16
830.08	
465.55	
800.98	
139.10	See Note 16
708.54	
<b>2952.25</b>	

### Note 8 Purchases of Merchandise

Retail Stock  
Sale or Return purchases

4020.80	0.00	4020.80
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>
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### Note 10 Stock on hand at cost

<b>3248.59</b>		<b>3248.59</b>
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### Note 11 Debtors

<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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### Note 12 Cash at bank and in hand

Bank balance - Current Account  
Bank balance - Savings Account  
Unbanked cash in hand  
Unbanked credit card payments  
Petty cash float  
Cash in safe  
Till float

28562.16	4589.59	33151.75
26000.00	0.00	26000.00
434.85	0.00	434.85
93.25	0.00	93.25
50.00	0.00	50.00
46.54	0.00	46.54
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
<b>61971</b>	<b>4177</b>	<b>66148</b>
-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 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	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	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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