

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.

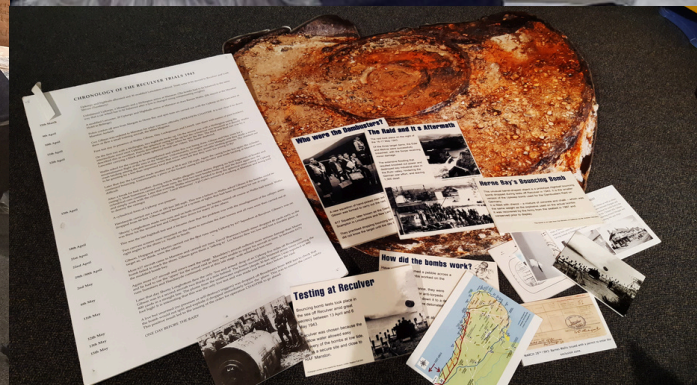
Canterbury Hoodeners and St Nicholas at Wade Hoodeners performed on separate days closer to Christmas getting everyone into the Christmas spirit.

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.



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

23 March to 18 May 2024 **Colours of Herne Bay** – *photography exhibition/competition featuring photographs from members of the public. Visitors were invited to vote for their favourites, the top 12 made up our 2025 calendar.*

25 May to 20 July 2024 **Seaside Memories** *curated by Giles Whitehead*
Memories of childhood holidays in Kent told through the quirky artworks of Giles Whitehead and complimented by an audio archive and objects from the museum collection.

27 July to 21 September 2024 **Golden Years** *curated by Herne Bay Cartoon Festival*
Celebrating 50 years of the British Cartoon Archive

26 October 2024 to 1 February 2025 **Recollections of Reculver** *curated by Herne Bay Museum Trust*
Exhibition featuring photographs, postcards and paintings of Reculver. Plus a selection of flints found at Reculver.

8 February to 5 April 2025 **Reflections, Shadows and Silhouettes of Herne Bay** –
photography exhibition/competition featuring photographs from members of the public. Visitors were invited to vote for their favourites, the top 12 made up our 2025 calendar.



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.

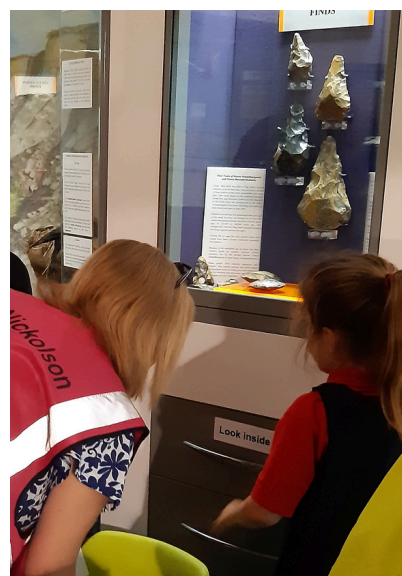
Throughout the school year we have received regular visits from children at Avenue Nursery and pupils from Herne Bay High School.

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

				TOTAL	TOTAL
INCOME	NOTE	UNRESTRICTED	RESTRICTED	2024/25	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
		42,031	9,945	51,976	43,694
EXPENDITURE					
Charitable Activities	7	40,125	9,429	49,554	42,879
Trading Activities	8	8,638	115	8,753	7,136
	9	48,763	9,544	58,307	50,015
Excess of Income over Expenditure		-6,732	401	-6,331	-6,321
Transfer Between Funds	10	1,222	-1,222	0	0
Total Funds Bought Forward		55,980	3,847	59,827	66,148
Total Funds Carried Forward		50,470	3,026	53,496	59,827
BALANCE SHEET					
FIXED ASSETS		0	0	0	0
CURRENT ASSETS					
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		50,325		53,350	59,827
Stock at Cost		2,779		2,779	3,249
CREDITORS					
Less Falling Due within One Year	12	146	0	146	-146
NET CURRENT ASSETS		53,250	3,025	56,275	62,930
CREDITORS					
Less Falling Due After One Year		0	0	0	0
TOTAL ASSETS		53,250	3,025	56,275	62,930
REPRESENTED BY					
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
		53,250	3,025	56,275	62,930

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 2024/25 £	TOTAL 2023/24 £
1	MANAGEMENT FEE				
	Canterbury City Council	15,000	0	15,000	15,000
		15,000	0	15,000	15,000
2	GRANTS				
	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	9,730	1,200
	SE Museums Collections Care	0	305		0
		0	9,730		3,350
3	CHARITABLE ACTIVITIES				
	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
		8,108	0	8,108	8,957
4	TRADING ACTIVITIES				
	Retail Sales	15,506	0	15,506	13,713
		15,506	0	15,506	13,713
5	DONATIONS				
	10 for £10K	0	215	215	0
	Corporate	200	0	200	0
	Individual	1,031	0	1,031	711
	Sponsorship	600	0	600	0
		1,831	215	2,046	711
6	OTHER INCOME				
	Bank Interest- Fixed Deposit	1,556	0	1,556	676
	Corporate Refund	0	0	0	1,287
	Bank Interest- Savings	30	0	30	0
		1,586	0	1,586	1,963

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 2024/25	TOTAL 2023/24
7	CHARITABLE ACTIVITIES				
	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
	Occupancy	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
	Utilities	0	0	0	6,648
	Electricity	3,161	0	3,161	0
	Gas	2,613	0	2,613	0
	Water	264	0	264	0
		40,125	9,429	49,554	42,879

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.

8	TRADING ACTIVITIES				
	Stock Retail	4,126	115	4,241	4,021
	Stock Sale or Return	4,512	0	4,512	3,115
		8,638	115	8,753	7,136

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

	UNRESTRICTED	RESTRICTED	TOTAL 2024/25	TOTAL 2023/24
9	RESTRICTED GRANTS EXPENDED			
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
	0	9,544	9,544	2,952
10	TRANSFER BETWEEN FUNDS			
Herne Bay Festival	633	-633	0	0
CO-OP Community Fund	589	-589	0	0
	1,222	-1,222	0	0
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 31st 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. CORDELL

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.