

# LEOMINSTER MUSEUM CIO

England & Wales · Charity number 1162600

## Details

---

Other names	LEOMINSTER FOLK MUSEUM, LEOMINSTER MUSEUM
Status	Registered
Legal form	CIO
Registered	2015-07-09
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

**Address**  
The Coach House  
West Town Court  
Kingsland  
Leominster  
HR6 9SS

**Phone** 01568708592

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

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

## Activities

---

**Objects:** 3.1 THE ADVANCEMENT OF EDUCATION, WITH PARTICULAR REFERENCE TO THE UNDERSTANDING AND APPRECIATION OF THE HISTORY AND HERITAGE OF LEOMINSTER AND ITS SURROUNDING AREA, BY THE PROVISION AND MAINTENANCE WITHIN THAT AREA OF A MUSEUM AND ASSOCIATED COLLECTION AND OTHER RESOURCES, AND THE PROVISION OF ASSOCIATED EDUCATIONAL ACTIVITIES, FOR THE BENEFIT OF THE INHABITANTS OF THAT AREA AND ANY OTHERS WHO USE THE MUSEUM, ITS FACILITIES OR RESOURCES; AND 3.2 ALL OTHER CHARITABLE PURPOSES NORMALLY OR USEFULLY ASSOCIATED WITH A MUSEUM.

**Activities:** The charity owns and runs Leominster Museum, which is open to the public, without charge, six days a week between about Easter and the end of October. The Museum collects and preserves local material relating to Leominster and district in the form of objects, archives and ephemera, and interprets and displays this material for the education and enjoyment of the public.

## Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Other Charitable Purposes
- **Who:** The General Public/mankind

## Geography

- Herefordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-11-30	£21,620	£23,860	-	-
2023-11-30	£16,655	£14,771	-	-
2022-11-30	£13,028	£18,393	-	-
2021-11-30	£32,439	£17,973	-	-
2020-11-30	£30,146	£7,985	-	-

## Trustees

Name	Role	Appointed
<b>GEOFFREY CROFTS</b>	Chair	2015-07-09
DAVID LLEWELLIN		2024-05-14
Edward John Rogers		2022-02-22
LEAN KENG KEE		2022-11-10
Malcolm Asquith Mason		2015-07-09
STUART MALCOLM CURRIE		2023-07-11

**LEOMINSTER MUSEUM CIO**

England & Wales - Charity number 1162600

---

# Accounts

---



LEOMINSTER  
MUSEUM



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

# Trustees' Annual Report and Accounts for the year from 1<sup>st</sup> December 2023 to 30<sup>th</sup> November 2024





16 Etnam Street, Leominster, Herefordshire, HR6 8AQ  
Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk  &  : leominstermuseum  : @leomuseum

## Trustees' Annual Report for the period from 1<sup>st</sup> December 2023 to 30<sup>th</sup> November 2024

### Section A: Objectives and activities

#### *Summary of the objects of the charity set out in its governing document*

The objects of Leominster Museum CIO are set out in clause 3 of its Constitution as being:

- 3.1 The advancement of education, with particular reference to the understanding and appreciation of the history and heritage of Leominster and its surrounding area, by the provision and maintenance within that area of a museum and associated collection and other resources, and the provision of associated educational activities, for the benefit of the inhabitants of that area and any others who use the museum, its facilities or resources; and
- 3.2 All other charitable purposes normally or usefully associated with a museum.

#### *Summary of the main activities undertaken for the public benefit in relation to these objects*

These formal objects establish education as central to the Charity's mission, as intended by the Museum's founders 50 years ago. The Charity sets out to achieve this object by collecting and preserving local material relating to Leominster and district in the form of objects, archives and ephemera, and interpreting and displaying this material for the education and enjoyment of the public.

The Museum, staffed and managed entirely by an enthusiastic team of volunteers under the careful guidance of the Hon. Curator Malcolm Mason, is open to the public without charge six days a week. The volunteer team now includes several new faces, alongside a good number who have been with us from before the pandemic (some for a good many years before that).

In planning and conducting the activities of the Charity, the charity trustees have as usual had regard to the guidance issued by the Charity Commission on public benefit.



## Section B: Achievements and performance

Summary of main achievements of the charity during the year

Visitor numbers to the museum totalled 2,874 for 2024 {averaging 80 per week of the season} — both figures representing a reversal of the trend of the last few years. In addition, the number of visitors attending the Ella Mary Leather events taking outside the museum was approximately 750. For much of the period access to Market Street and Corn Square was restricted by refurbishment work and this undoubtedly had an effect on footfall in the town, with many shops reporting a decrease in trade. The refurbishment work affected the visitors turnout despite additional publicity generated by the Ella Mary Leather events, the ‘people’ banners in Broad Street and the unique displays in the museum.

Donations by visitors to the museum averaged at just over 82p per adult – the largest figure for ten years. Comments in the Visitors’ Book, and on TripAdvisor, continue to be very complimentary — of both the Museum's displays and especially the volunteer staff.

Working with Leominster Council the Museum carried out a project to celebrate ‘Leominster People’. Nominations were invited from the community for people who had made a significant contribution to local or national life. Eight people were featured on the new museum-branded banners placed in Broad Street.; a diverse group including a carer, football coach, medical researcher, local volunteer and town councillor. In addition, the museum produced an Education Pack for local schools and engaged a web designer to add photographs and profiles of 49 people featured in the exhibition to the website.

The seasonal displays celebrated the work of Ella Mary Leather in recording Herefordshire’s Folklore in her 150th birthday. As well as Ms Leather’s original notebook, kindly lent by the Cecil Sharp Library, the display featured costumes from local Morris sides, a replica of the Marden Bell, kindly lent by Herefordshire Museums Service, and puppets from the Fetch Theatre Company – including a huge model of the Lugg Maiden which we were able to suspend from the ceiling.

Other events took place outside the museum. These included a talk by Nicholas Williams, Publishing Director of Stainer & Bell Ltd on ‘*An Exceptional Legacy: Ella Mary Leather, Ralph Vaughan Williams and the songs of old Herefordshire*’. In collaboration with Priory Arts the museum staged a concert at Leominster Priory celebrating the work of Ella Mary Leather and Ralph Vaughan Williams, featuring the internationally acclaimed violinist Julia Bishop and others, and an event entitled *Herefordshire Folk NOW*, featuring Leominster Morris, Fetch Theatre, About Face Theatre & the Mummers’ Boys. These events could only take place with the generous sponsorship and support of Leominster Town Council, The Elmley Foundation, the Vaughan Williams Foundation, and the UK Government through the UKSPF fund.

Our application to the Association of Independent Museums and the Pilgrim Trust for funds to conserve the self-portrait by John Scarlett Davis was successful, and the intention is to complete this work in time for the summer season.

We continue to receive a number of donations of interesting artefacts and archives, including an extensive collection from the archive of the late Peter Holliday, for many years head librarian in the town and a noted local historian. This will be added to other donated collections to what is becoming a significant collection of material on the towns' history.

## Section C: Financial review

The accounts show a deficit for the year of payments over receipts, amounting to £2,240 (compared to a surplus £1,884 for 2022-23) The deficit, however, is due to an unusual year of expenditure. This included an amount for roof repair for £2,450 which a benefactor has agreed to fund fully in the new year. In addition, we expended a one-off payment for a new CCTV system of £1,710 and website design cost of £1,700. We received continuing support from the Croft Trust and series of donations (referred to in note 3 to the accounts) which is greatly appreciated.

### *Year-end summary*

The net monetary assets of the Charity in Unrestricted Funds at 30<sup>th</sup> November 2024, and the fund/reserves to which they are allocated, were as follows (see also note 7 to the Accounts). As will be seen, some specific reserves have been set aside for anticipated expenditure. The Designated Fund earmarked towards the proposed building upgrade has been increased by £5,000 to £45,000.

	30.11.2024	30.11.2023
Designated Fund (future building upgrade)	£45,000	£ 40,000
Reserve for upgrade of CCTV system	0	£1,425
Reserve for main building roof overhaul	0	£4,800
Reserve for short-term building repairs and electrical testing	0	0
General reserve	£11,496	£ 11,811
<b>Total net monetary assets (after allowing for debtors &amp; creditors)</b>	<b>£56,496</b>	<b>£ 58,036</b>

### *Brief statement on the charity's policy on reserves*

As a prudent measure the CIO aims to hold a general reserve of between one and two times normal annual expenditure – a margin that reflects the less than wholly predictable flow of income, and the fluctuating levels of expenditure of a “normal” nature. The charity trustees

have reviewed the level of general reserves required in the light of a general increase in costs, and now consider a prudent reserve on this basis in a typical year to be around £9,000-£17,000 in all. At £11,496 as noted above, the present level of general reserves is within this range.

### ***Ongoing viability***

In the circumstances described above, the charity trustees have no doubts as to the ongoing financial viability of the Charity.

## **Section D: Structure, governance and management**

### ***Description of the charity's trusts***

The charity's governing document is its Constitution, initially adopted on 9<sup>th</sup> June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9<sup>th</sup> July 2015. Amendments to the Constitution were made at the Annual General Meeting held on 13<sup>th</sup> June 2018 and took effect on registration by the Charity Commission on 18<sup>th</sup> June 2018.

Following those amendments,

- charity trustees, up to a maximum of 15, are elected by the members of the CIO or appointed (co-opted) by the charity trustees, and
- no outside body has power to appoint any charity trustee. (None of the current charity trustees holds office by virtue of an appointment made before the constitutional amendments mentioned in the previous paragraph.)

Charity trustees are subject to retirement by rotation and are eligible for re-election. Those who retired by rotation at the Annual General Meeting on 11<sup>th</sup> July 2024 were Sue Mckenzie and Ted Rogers both of whom were re-elected. The board are delighted to welcome David Llewellyn as an additional charity trustees during 2024. A full list of those in office during the financial year is given in section E below.

### ***Risk management policy***

The Museum holds a Risk Register, which is presented to each meeting of the charity trustees for review. The categories are a) Governance b) Operations c) Financial d) External and e) Compliance with law and regulation. The Register shows the various risks and their mitigating factors, and it is based on the Charity Commission framework CC26. Ratings are given to both the probability of an event, and the severity of its impact if it were to occur, and these are multiplied together to produce an overall risk score.

## Section E: Reference and administration details

Leominster Museum CIO's principal address and registration number are shown at the top of this Report. The charity is not known by any other name.

### *Names of the charity trustees who manage the charity:*

Trustee name	Office (if any)	Dates acted as charity trustee (if not for the whole period)
1. Mr Geoffrey Crofts	Chair	
2. Mr Malcolm Mason	Hon. Curator	
3. Mr Christopher Jarman	Hon. Treasurer	Retired 9 July 2024
4. Mrs Deborah Jarman	Hon. Education & Outreach Officer	
5. Ms Sue McKenzie		
6. Mr Ted Rogers		
7. Ms Lean Kee	Hon Treasurer	
8. Mr Stuart Currie		
9. Dr Ashley Kirk-Spriggs		Retired 18 January 2024
10. Mr David Llewelin		From 14 May 2024
11. Mr John O'Connell		Retired 24 April 2024

The Hon. Secretary, who is not a charity trustee, is Mr Andrew Parsons.

There are no custodian trustees or other trustees holding property on behalf of the charity.

**Section F: Declaration**

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Full name(s)	Geoffrey Crofts	David Llewelin
Position	Chairman of Charity Trustees	Charity Trustee
Date signed	25 <sup>th</sup> March 2025	25 <sup>th</sup> March 2025



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
LEOMINSTER MUSEUM CIO

On accounts for the year ended

30 NOVEMBER 2024 Charity no (if any) 1162600

Set out on pages

7 to 12 of Trustees Annual Report

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 30/11/2024

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

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

Independent examiner's statement

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

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

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

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

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

Signed: [Signature]

Date: 19-3-2025

Name: SARAH GLUYAS

Relevant professional qualification(s) or body

ASSOCIATION OF ACCOUNTING TECHNICIANS  
ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

(if any):

--

Address:

99 RIDGEMOOR ROAD
LEOMINSTER
HR6 8UH

**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.

--



A- RECEIPTS & PAYMENTS ACCOUNTS

RECEIPTS

	Unrestricted Funds to the nearest £	Restricted Income Funds to the nearest £	This Year Total to the nearest £	Last Year Total to the nearest £
Voluntary Receipts				
Grants (note 2)	1,000	5,700	6,700	5,372
Friends/other membership subscriptions	1,123	0	1,123	1,003
Donations	5,140	500	5,640	6,777
Gift Aid	1,255	0	1,255	1,088
<b>Total Voluntary Receipts</b>	<b>8,518</b>	<b>6,200</b>	<b>14,718</b>	<b>14,240</b>
Activities for Generating Funds				
Sales of books and merchandise	1,279	0	1,279	734
Admission charges - charitable events	2,280	0	2,280	
Other fundraising receipts	1,257	0	1,257	0
<b>Total Activities for Generating Funds</b>	<b>4,816</b>	<b>0</b>	<b>4,816</b>	<b>734</b>
Investment Interest	2,024	0	2,024	1,444
Other Receipts	62	0	62	237
<b>Total of above Receipts</b>	<b>15,420</b>	<b>6,200</b>	<b>21,620</b>	<b>16,655</b>
<b>TOTAL RECEIPTS</b>	<b>15,420</b>	<b>6,200</b>	<b>21,620</b>	<b>16,655</b>

PAYMENTS

Costs of generating voluntary receipts	387	0	387	0
Fundraising costs (trading activities)	490	0	490	651
Costs of charitable activities				
Museum collections expenses	558	400	958	1,100
Museum premises expenses	7,267	0	7,267	6,479
Other Museum expenses	2,353	0	2,353	4,594
Total other Charitable activities expenses	4,713	3,900	8,613	
<b>Total Costs of charitable activities</b>	<b>14,891</b>	<b>4,300</b>	<b>19,191</b>	<b>13,545</b>
Governance costs	2,082	0	2,082	575
<b>Total of above Payments</b>	<b>17,850</b>	<b>4,300</b>	<b>22,150</b>	<b>14,771</b>
<b>TOTAL PAYMENTS</b>	<b>19,560</b>	<b>4,300</b>	<b>23,860</b>	<b>14,771</b>
<b>NET RECEIPTS / (PAYMENTS)</b>	<b>(4,140)</b>	<b>1,900</b>	<b>(2,240)</b>	<b>1,884</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CASH FUNDS AT LAST YEAR END</b>	<b>57,769</b>	<b>0</b>	<b>57,769</b>	<b>55,885</b>
<b>CASH FUNDS THIS YEAR END</b>	<b>53,629</b>	<b>1,900</b>	<b>55,529</b>	<b>57,769</b>



**B. STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD**

**Categories, and Details**

	<b>Unrestricted Funds, to the nearest £</b>	<b>Restricted Income Funds, to the nearest £</b>
<b>Cash funds</b>		
Cash at banks and in hand	53,629	1,900
<b>Total cash funds</b>	<u>53,629</u>	<u>1,900</u>
	<i>check balances</i>	<i>OK</i>
<b>Other monetary assets</b>		
Debtors	3,487	0
<b>Investment assets</b>		
	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
	<b>Fund to which asset belongs</b>	<b>Current value (optional)</b>
<b>Assets retained for the charity's own use</b>		
Museum buildings (freehold)	Unrestricted	
Scarlett Davis Sketch Book	Permanent endowment	
Remainder of Museum collection	Unrestricted	
2019 digital display equipment	Restricted Income	
Other museum display equipment	Unrestricted	
Furnishings, office & computer equipment	Unrestricted	
	<b>Fund to which liability relates</b>	<b>Amount due</b>
<b>Liabilities</b>		<b>When due</b>
Miscellaneous Creditors	Unrestricted	620
		< 1 year

These accounts for the year ending 30th November were approved by the Charity Trustees on  
25th March 2025

G Crofts Chairman of Charity Trustees

D Llewellyn Charity Trustee

1 Basis of Accounts

These accounts are prepared on a receipts and payments basis. The detailed categories of receipts and payments used in maintaining the underlying records are summarised in the published accounts by showing only the totals for each heading/sub-heading of receipts or payments as the case may be. A copy of the detailed version of the receipts and payments account is

2 Grants received

(a) Restricted

(NOTE: Grants whose purpose is restricted but which are not received until after the stated purpose has been paid for, in whole or in part, out of unrestricted funds, are to that extent accounted for as being for unrestricted purposes when the grant money is in fact received.)

	Year to	Year to
	30.11.2024	30.11.2023
Leominster Town Council - "Community Concert" (part of Ella Mary Leather project)	1,000	
The Elmley Foundation - Ella Mary Leather project	1,000	
Vaughan Williams Foundation - Ella Mary Leather project	2,000	
Association of Independent Museums/Pilgrim Trust - Conservation of Scarlett Davis self-portrait	1,700	
Private donor - Ella Mary Leather project and/or purchase of Scarlett Davis etchings	500	
	<u>6,200</u>	<u>0</u>

(b) Unrestricted

	Year to	Year to
	30.11.2024	30.11.2023
The Croft Trust	1,000	3,000
Museum Development West Midlands - Bright Future grant (partial reimbursement towards replacement of 2 storage heaters)		1,000
Leominster Cultural Consortium - reimbursement for Leominster People project		1,372
	<u>1,000</u>	<u>5,372</u>



**3 Other Significant Donations received**

	Year to 30.11.2024	Year to 30.11.2023
EasyFundraising re online shopping	34	51
SSE Energy Small Business Support Fund	500	
Total of donations in response to a charity trustee's fundraising solicitations	1,150	1,215
Octopus Energy - Referral bonus and referer's donation	200	
Total of donations on occasion of Chairman's birthday fundraising lunch		1,090
<b>Total of other significant donations listed in last year's equivalent of this note</b>		<b>2,135</b>

Totals are not given here for Other Significant Donations, because they do not correspond directly to any distinct figure in the Receipts & Payments Account. They comprise only some of the donations received, and may fall under more than one heading in the detailed version of that Account.

**4 Endowment Funds**

The charity has no expendable endowment, and the only permanent endowment consists of the album or drawings etc by John Scarlett Davis, which was bought in 1979 with grant assistance from the National Art Collections Fund "on the basis that and on condition that it is not to be sold, and must be available for viewing by students or members of the general public in perpetuity". There are no financial transactions in respect of endowment funds.

**5 Restricted Income Funds**

Any year-end balance of restricted income funds in hand was made up as follows:

	30.11.2024	30.11.2023
Museum Development West Midlands - Reset grant for audience development		3,234
Association of Independent Museums/Pilgrim Trust - Conservation of Scarlett Davis self-portrait	1,700	
Leominster Town Council Ella Mary Leather	200	
	<u>1,900</u>	<u>3,234</u>



**6 Transfers Between Funds**

The transfer from Unrestricted Funds to Restricted Income Funds comprised the excess cost of handling boxes and contents over and above the remaining balance of the Museum Development West Midlands Reset grant, as follows:

	Year to 30.11.2024	Year to 30.11.2023
Excess cost of handling boxes over remaining grant money	7	7
	0	7

**7 Unrestricted Funds**

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2024	30.11.2023
Cash funds	53,629	57,769
Add Debtors (note 8)	3,487	815
Deduct Miscellaneous Creditors (note 9)	(620)	(548)
	56,496	58,036
Comprising:		
Designated Fund (note 11)	45,000	40,000
Reserve for upgrade of CCTV system		1,425
Reserve for main building roof overhaul		4,800
Reserve for short-term building repairs		
General Reserves (note 10)	11,496	11,811
	56,496	58,036

**8 Statement of Assets & Liabilities: Debtors**

The amounts owed to the CIO at the year-end but as yet unpaid (and so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2024	30.11.2023
HM Revenue & Customs: Gift Aid (including gift aid small donations scheme), to be claimed at end of tax year	1,037	815
The Street Foundation - agreed & invoiced grant to reimburse roof repairs	2,450	
	3,487	815



**9 Statement of Assets & Liabilities: Miscellaneous Creditors**

The amounts owed by the CIO at the year-end but as yet unpaid and in most cases unbilled (so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2024	30.11.2023
Electricity supply	159	0
Water & sewerage supply	71	186
Uncrystallised (contingent) sale or return liabilities	370	291
Miscellaneous other creditors	20	4
	620	481

**10 Reserves**

As a prudent measure the CIO aims to hold general reserves of between one and two times normal annual expenditure. Taking account of recent trends and increasing costs, the charity trustees consider a prudent reserve on this basis in a typical year to be around £10,000-£13,000 in all.

"The general reserve at 30.11.24 recorded at note7 is within that range.

**11 Designated Fund**

The charity trustees have built up in recent years a fund designated for use towards developing and carrying out the major building upgrade project to which they have aspired for several years.

This Designated Fund technically forms part of the Unrestricted Funds, as reflected in note 7. In view of the planned maintenance etc. work for which specific reserves have been identified in note 7 no addition to the Designated Fund is proposed this year.

	30.11.2024	30.11.2023
Designated Fund at start of year	40,000	40,000
Addition to Designated Fund	5,000	0
	45,000	40,000

**LEOMINSTER MUSEUM CIO**

England & Wales - Charity number 1162600

---

# Accounts

---



**LEOMINSTER  
MUSEUM**



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

# Trustees' Annual Report and Accounts for the year from 1<sup>st</sup> December 2022 to 30<sup>th</sup> November 2023





# LEOMINSTER MUSEUM



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ  
Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

[www.leominstermuseum.org.uk](http://www.leominstermuseum.org.uk)



& : leominstermuseum



@leomuseum

## Trustees' Annual Report for the period from 1<sup>st</sup> December 2022 to 30<sup>th</sup> November 2023

### Section A: Objectives and activities

#### *Summary of the objects of the charity set out in its governing document*

The objects of Leominster Museum CIO are set out in clause 3 of its Constitution as being :-

- 3.1 The advancement of education, with particular reference to the understanding and appreciation of the history and heritage of Leominster and its surrounding area, by the provision and maintenance within that area of a museum and associated collection and other resources, and the provision of associated educational activities, for the benefit of the inhabitants of that area and any others who use the museum, its facilities or resources; and
- 3.2 All other charitable purposes normally or usefully associated with a museum.

#### *Summary of the main activities undertaken for the public benefit in relation to these objects*

These formal objects establish education as central to the Charity's mission, as intended by the Museum's founders 50 years ago. The Charity sets out to achieve this object by collecting and preserving local material relating to Leominster and district in the form of objects, archives and ephemera, and interpreting and displaying this material for the education and enjoyment of the public.

We were pleased to be able to continue the pre-pandemic pattern for the Museum's opening season, with the season launching on Easter Saturday 8<sup>th</sup> April, and ending at the end of local schools' autumn half-term on Saturday 4<sup>th</sup> November.

The Museum, staffed and managed entirely by an enthusiastic team of volunteers under the careful guidance of the Hon. Curator Malcolm Mason, is open to the public without charge six days a week. The volunteer team now includes several new faces, alongside a good number who have been with us from before the pandemic (some for a good many years before that).



In planning and conducting the activities of the Charity, the charity trustees have as usual had regard to the guidance issued by the Charity Commission on public benefit.

## **Section B: Achievements and performance**

### ***Summary of the main achievements of the charity during the year***

Visitor numbers totalled 3,115 for 2023 (averaging 104 per week of the season) – both figures representing a welcome step back towards pre-pandemic levels visitors' comments in the Visitors' Book, and on TripAdvisor, continue to be very complimentary – of both the Museum's displays and the volunteer staff. No doubt reflecting widespread concerns over the cost of living, donations in the Donations Box and by contactless payment averaged out at just under 75p per adult visitor, down 4p on the previous year.

A popular new feature in the Museum this season was an eye-catching display of Leominster People (both from historical times and in the present), who had been chosen for significant achievements in their field. This was accompanied by a folder of biographical notes on each of them. A series of Museum-branded banners in Corn Square and Broad Street, showing some of the individuals included, helped to heighten the Museum's profile in the town.

When, therefore, Leominster Town Council found that Herefordshire Council had some unspent money left in the budget provided by Historic England for the High Street Heritage Action Zone, the Museum was invited to propose projects for which this might be allocated; and approval was received for the Councils to spend a part of these funds on an extension to the Leominster People project. This includes researching a number of additional people to include, the production of an Education Pack for schools, and the creation of a section of the Museum website featuring all the individuals covered by the project as extended. The Councils' approved budget included payments to two of the Museum's charity trustees for work on the additional research, and on the drafting of the Education Pack.

Progress has continued in bringing documentary records of the collection up to date, as has the upgrade of storage materials for artefacts to a conservation-friendly specification. Additionally, a thorough review of the relevance of objects to the Museum's collecting policies is under way; in the process a range of items has been identified that may be suitable to be disposed of in suitable ways. This will be taken forward with due regard to the ethical rules around "deaccessioning", in the light of the Museum's status as an Accredited Museum.

Plans for the conservation and protection of the larger oil paintings by John Scarlett Davis had to be put on hold for a year, after contact was lost with the intended conservator and the funding application could therefore not be ready in time for the application deadline. In order to ensure that the paintings can remain on display during the 2024 season, the intention is now to apply for funding in September 2024 and have the conservation carried out (by a different conservator) during the 2024-25 winter closure.

## Section C: Financial review

The accounts show a surplus for the year, of receipts over payments, amounting to £1,884 (compared to a, planned, deficit in 2021-22 of some £5,365). The surplus in Unrestricted Funds was in fact £5,125; the difference represents the disbursement of restricted funds from the audience development grant received, but not fully spent, in the preceding year. Gratitude for this welcome result – in the face of a somewhat tight budget at the start of the year – is due to continuing support from the Croft Trust and to a series of donations (referred to in note 3 to the accounts) in response to the fundraising efforts of two charity trustees.

### *Year-end summary*

The net monetary assets of the Charity in Unrestricted Funds at 30<sup>th</sup> November 2023, and the fund/reserves to which they are allocated, were as follows (see also note 6 to the Accounts). As will be seen, some specific reserves have been set aside for particular anticipated expenditure. The Designated Fund earmarked towards the proposed building upgrade still remains at £40,000, unchanged since the substantial addition that had been made to it in 2020-21.

	30.11.2023	30.11.2022
Designated Fund (future building upgrade)	£ 40,000	£ 40,000
Reserve for upgrade of CCTV system	1,425	
Reserve for main building roof overhaul	4,800	
Reserve for short-term building repairs and electrical testing		£ 4,000
Reserve for tablet guide content reinstallation		* £ 1,320
General reserve	£ 11,783	£ 9,889
<b>Total net monetary assets (after allowing for debtors &amp; creditors)</b>	<b>£ 58,008</b>	<b>£ 60,989</b>

### *Brief statement on the charity's policy on reserves*

As a prudent measure the CIO aims to hold a general reserve of between one and two times normal annual expenditure – a margin that reflects the less than wholly predictable flow of income, and the fluctuating levels of expenditure of a “normal” nature. The charity trustees have reviewed the level of general reserves required in the light of a general increase in costs, and now consider a prudent reserve on this basis in a typical year to be around £9,000-£12,000 in all. At £11,783 as noted above, the present level of general reserves is close to the top end of this range.

### ***Ongoing viability***

In the circumstances described above, the charity trustees have no doubts as to the ongoing financial viability of the Charity.

## **Section D: Structure, governance and management**

### ***Description of the charity's trusts***

The charity's governing document is its Constitution, initially adopted on 9<sup>th</sup> June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9<sup>th</sup> July 2015. Amendments to the Constitution were made at the Annual General Meeting held on 13<sup>th</sup> June 2018, and took effect on registration by the Charity Commission on 18<sup>th</sup> June 2018.

Following those amendments,

- charity trustees, up to a maximum of 15, are elected by the members of the CIO or appointed (co-opted) by the charity trustees, and
- no outside body has power to appoint any charity trustee. (None of the current charity trustees holds office by virtue of an appointment made before the constitutional amendments mentioned in the previous paragraph.)

Charity trustees are subject to retirement by rotation, and are eligible for re-election. Those who retired by rotation at the Annual General Meeting on 11<sup>th</sup> July 2023 were Mr Crofts and Mr Mason, both of whom were re-elected; at the same time the charity trustees' co-option of Ms Kee was confirmed by re-election. The board are delighted to have strengthened their number by the co-option of three well-qualified additional charity trustees during the course of 2023. A full list of those in office during the financial year is given in section E below.

### ***Risk management policy***

The Museum holds a Risk Register, which is presented to each meeting of the charity trustees for review. The categories are a) Governance b) Operations c) Financial d) External and e) Compliance with law and regulation. The Register shows the various risks and their mitigating factors and it is based on the Charity Commission framework CC26. Ratings are given to both the probability of an event, and the severity of its impact if it were to occur, and these are multiplied together to produce an overall risk score.

## **Section E: Reference and administration details**

Leominster Museum CIO's principal address and registration number are shown at the top of this Report. The charity is not known by any other name.

**Names of the charity trustees who manage the charity:**

Trustee name	Office (if any)	Dates acted as charity trustee (if not for the whole period)
1. Mr Geoffrey Crofts	Chair	
2. Mr Malcolm Mason	Hon. Curator	
3. Mr Christopher Jarman	Hon. Treasurer	
4. Mrs Deborah Jarman	Hon. Education & Outreach Officer	
5. Ms Sue McKenzie		
6. Mr Ted Rogers		
7. Ms Lean Kee		
8. Mr Stuart Currie		From 11 <sup>th</sup> July 2023
9. Dr Ashley Kirk-Spriggs		From 11 <sup>th</sup> October 2023
10. Mr John O'Connell		From 20 <sup>th</sup> November 2023

The Hon. Secretary, who is not a charity trustee, is Mr Andrew Parsons.

There are no custodian trustees or other trustees holding property on behalf of the charity.

**Section F: Declaration**

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signature(s)	<i>G Crofts</i>	<i>S Currie</i>
Full name(s)	Geoffrey Crofts	Stuart Currie
Position	Chair of Charity Trustees	Charity Trustee
Date signed	14/5/24	14/5/24



Section A

Independent Examiner's Report

Report to the trustees	Leominster Museum CIO		
On accounts for the year ended	30 <sup>th</sup> November 2023	Charity no (if any)	1162600
	Set out on pages 1 of 6 to 6 of 6		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30<sup>th</sup> November 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:  Date: 6<sup>th</sup> April 2024

Name: S E Gluyas

Relevant professional qualification(s) or body (if any): Association of Accounting Technicians  
Association of Chartered Certified Accountants

Address: 99 The Mallards, Leominster, HR6 8UH

LEOMINSTER MUSEUM CIO  
(Registered Charity No. 1162600)  
Financial Statements for Year to 30th November 2023  
**Receipts and Payments Accounts and  
Statement of Asserts and Liabilities**



A: RECEIPTS & PAYMENTS ACCOUNTS	Unrestricted Funds <i>to the nearest £</i>	Restricted Income Funds <i>to the nearest £</i>	This Year Total <i>to the nearest £</i>	Last Year Total <i>to the nearest £</i>
<b>RECEIPTS</b>				
Voluntary Receipts				
Grants (note 2)	5,372	0	5,372	5,962
Friends/other membership subscriptions	1,003	0	1,003	1,046
Donations	6,277	500	6,777	2,516
Gift Aid	1,088	0	1,088	605
<i>Total Voluntary Receipts</i>	<u>13,740</u>	<u>500</u>	<u>14,240</u>	<u>10,129</u>
Activities for Generating Funds				
Sales of books and merchandise	734	0	734	273
Other fundraising receipts	0	0	0	1,826
<i>Total Activities for Generating Funds</i>	<u>734</u>	<u>0</u>	<u>734</u>	<u>2,099</u>
Investment Interest	1,444	0	1,444	645
Other Receipts	237	0	237	155
<b>Total of above Receipts</b>	<u>16,155</u>	<u>500</u>	<u>16,655</u>	<u>13,028</u>
<b>TOTAL RECEIPTS</b>	<b><u>16,155</u></b>	<b><u>500</u></b>	<b><u>16,655</u></b>	<b><u>13,028</u></b>
<b>PAYMENTS</b>				
Costs of generating voluntary receipts	0	0	0	1,250
Fundraising costs (trading activities)	651	0	651	63
Costs of charitable activities				
Museum collections expenses	600	500	1,100	1,995
Museum premises expenses	6,479	0	6,479	8,158
Other Museum expenses	1,353	3,241	4,594	4,878
<i>Total Costs of charitable activities</i>	<u>9,804</u>	<u>3,741</u>	<u>13,545</u>	<u>15,131</u>
Governance costs	575	0	575	1,949
<b>Total of above Payments</b>	<u>11,030</u>	<u>3,741</u>	<u>14,771</u>	<u>18,393</u>
<b>TOTAL PAYMENTS</b>	<b><u>11,030</u></b>	<b><u>3,741</u></b>	<b><u>14,771</u></b>	<b><u>18,393</u></b>
<b>NET RECEIPTS / (PAYMENTS)</b>	<b>5,125</b>	<b>(3,241)</b>	<b>1,884</b>	<b>(5,365)</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>(7)</b>	<b>7</b>	<b>0</b>	<b>0</b>
<b>CASH FUNDS AT LAST YEAR END</b>	<b>52,651</b>	<b>3,234</b>	<b>55,885</b>	<b>61,250</b>
<b>CASH FUNDS THIS YEAR END</b>	<b><u>57,769</u></b>	<b><u>0</u></b>	<b><u>57,769</u></b>	<b><u>55,885</u></b>



B. STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

Categories, and Details

<b>Cash funds</b>	<b>Unrestricted Funds,</b>	<b>Restricted Income Funds,</b>	
	<i>to the nearest £</i>	<i>to the nearest £</i>	
Cash at banks and in hand	57,769	0	
<b>Total cash funds</b>	<u>57,769</u>	<u>0</u>	
check balances	OK	OK	
<b>Other monetary assets</b>	<b>Unrestricted Funds,</b>	<b>Restricted Income Funds,</b>	
	<i>to the nearest £</i>	<i>to the nearest £</i>	
Debtors	815	0	
<b>Investment assets</b>	<b>Fund to which asset</b>	<b>Cost</b>	<b>Current value</b>
	<b>belongs</b>	<i>(optional)</i>	<i>(optional)</i>
<b>Assets retained for the charity's own use</b>	<b>Fund to which asset</b>		
	<b>belongs</b>		
Museum buildings (freehold)	Unrestricted		
Scarlett Davis Sketch Book	Permanent endowment		
Remainder of Museum collection	Unrestricted		
2019 digital display equipment	Restricted Income		
Other museum display equipment	Unrestricted		
Furnishings, office & computer equipment	Unrestricted		
<b>Liabilities</b>	<b>Fund to which liability</b>	<b>Amount due</b>	<b>When due</b>
	<b>relates</b>		
Miscellaneous Creditors	Unrestricted	548	< 1 year

These accounts for the year ending 30th November 2023 were approved by the Charity Trustees on

14th May 2024

G Crofts  
Chair

S Currie  
Charity Trustee



**1 Basis of Accounts**

These accounts are prepared on a receipts and payments basis. The detailed categories of receipts and payments used in maintaining the underlying records are summarised in the published accounts by showing only the totals for each heading/sub-heading of receipts or payments as the case may be. A copy of the detailed version of the receipts and payments account is available on application to the Treasurer.

**2 Grants received**

**(a) Restricted**

(NOTE: Grants whose purpose is restricted but which are not received until after the stated purpose has been paid for, in whole or in part, out of unrestricted funds, are to that extent accounted for as being for unrestricted purposes when the grant money is in fact received.)

	<i>Year to</i> 30.11.2023	<i>Year to</i> 30.11.2022
Museum Development West Midlands - Reset grant for audience development (excess over reimbursement for one invoice already paid from unrestricted funds, see (b) below) - also approved for provision of handling boxes		4,250
	0	4,250

**(b) Unrestricted**

	<i>Year to</i> 30.11.2023	<i>Year to</i> 30.11.2022
The Croft Trust	3,000	
Museum Development West Midlands - Bright Future grant (partial reimbursement towards replacement of 2 storage heaters)	1,000	
Leominster Cultural Consortium - reimbursement for Leominster People project	1,372	
Museum Development West Midlands - Reset grant for audience development (to extent of reimbursement for one invoice already paid from unrestricted funds, see (a) above)		500
Leominster Festival		50
	5,372	550



### 3 Other Significant Donations received

	Year to 30.11.2023	Year to 30.11.2022
Total of donations on occasion of Chairman's birthday fundraising lunch	1,090	
Total of donations in response to a charity trustee's fundraising solicitations	1,215	
W Sladen	1,000	
G Crofts	635	
J & N King - (Restricted) for Henry Williams Baker bible conservation	500	
EasyFundraising re online shopping	51	50

Totals are not given here for Other Significant Donations, because they do not correspond directly to any distinct figure in the Receipts & Payments Account. They comprise only some of the donations received, and may fall under more than one heading in the detailed version of that Account.

### 4 Endowment Funds

The charity has no expendable endowment, and the only permanent endowment consists of the album of drawings etc by John Scarlett Davis, which was bought in 1979 with grant assistance from the National Art Collections Fund "on the basis that and on condition that it is not to be sold, and must be available for viewing by students or members of the general public in perpetuity". There are no financial transactions in respect of endowment funds.

### 5 Transfers Between Funds

The transfer from Unrestricted Funds to Restricted Income Funds comprised the excess cost of handling boxes and contents over and above the remaining balance of the Museum Development West Midlands Reset grant, as follows:

	Year to 30.11.2023	Year to 30.11.2022
Excess cost of handling boxes over remaining grant money	7	
	7	0



**6 Unrestricted Funds**

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2023	30.11.2022
Cash funds	57,769	52,651
Add Debtors (note 7)	815	
Deduct Miscellaneous Creditors (note 8)	(548)	458
	<u>58,036</u>	<u>53,109</u>
Comprising:		
Designated Fund (note 10)	40,000	40,000
Reserve for upgrade of CCTV system	1,425	
Reserve for main building roof overhaul	4,800	
Reserve for short-term building repairs and electrical testing		4,000
Reserve for tablet guide content reinstallation		1,320
General Reserves (note 9)	11,811	8,135
	<u>58,036</u>	<u>53,455</u>

**7 Statement of Assets & Liabilities: Debtors**

The amounts owed to the CIO at the year-end but as yet unpaid (and so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2023	30.11.2022
HM Revenue & Customs: Gift Aid (including gift aid small donations scheme), to be claimed at end of tax year	815	458
	<u>815</u>	<u>458</u>

**8 Statement of Assets & Liabilities: Miscellaneous Creditors**

The amounts owed by the CIO at the year-end but as yet unpaid and in most cases unbilled (so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2023	30.11.2022
Electricity supply	186	207
Water & sewerage supply	67	53
Uncrystallised (contingent) sale or return liabilities	291	
Miscellaneous other creditors	4	86
	<u>548</u>	<u>346</u>



**9 Reserves**

As a prudent measure the CIO aims to hold general reserves of between one and two times normal annual expenditure. Taking account of recent trends and increasing costs, the charity trustees consider a prudent reserve on this basis in a typical year to be around £9,000-£12,000 in all. The general reserve at 30.11.2023 recorded in note 6 is close to the top end of this range.

**10 Designated Fund**

The charity trustees have built up in recent years a fund designated for use towards developing and carrying out the major building upgrade project to which they have aspired for several years. (This Designated Fund technically forms part of the Unrestricted Funds, as reflected in note 6.) In view of the planned maintenance etc. work for which specific reserves have been identified in note 6, no addition to the Designated Fund is proposed this year.

	30.11.2023	30.11.2022
Designated Fund at start of year	40,000	40,000
Addition to Designated Fund		0
	40,000	40,000

**LEOMINSTER MUSEUM CIO**

England & Wales - Charity number 1162600

---

# Accounts

---



LEOMINSTER  
MUSEUM



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

# Trustees' Annual Report and Accounts for the year from 1<sup>st</sup> December 2021 to 30<sup>th</sup> November 2022





# LEOMINSTER MUSEUM



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ  
Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

[www.leominstermuseum.org.uk](http://www.leominstermuseum.org.uk)



& : leominstermuseum



@leomuseum

## Trustees' Annual Report for the period from 1<sup>st</sup> December 2021 to 30<sup>th</sup> November 2022

### Section A: Objectives and activities

#### *Summary of the objects of the charity set out in its governing document*

The objects of Leominster Museum CIO are set out in clause 3 of its Constitution as being :-

- 3.1 The advancement of education, with particular reference to the understanding and appreciation of the history and heritage of Leominster and its surrounding area, by the provision and maintenance within that area of a museum and associated collection and other resources, and the provision of associated educational activities, for the benefit of the inhabitants of that area and any others who use the museum, its facilities or resources; and
- 3.2 All other charitable purposes normally or usefully associated with a museum.

#### *Summary of the main activities undertaken for the public benefit in relation to these objects*

These formal objects establish education as central to the Charity's mission, as intended by the Museum's founders 50 years ago. The Charity sets out to achieve this object by collecting and preserving local material relating to Leominster and district in the form of objects, archives and ephemera, and interpreting and displaying this material for the education and enjoyment of the public.

After the complete closure of the Museum during 2020 and the late start to the 2021 season, both caused by the Covid pandemic, it was a delight to be able to open for a full season during 2022, between Easter Saturday and the end of the October school half-term, in line with the established pattern.

The Museum, staffed and managed entirely by an enthusiastic team of volunteers under the careful guidance of the Hon. Curator Malcolm Mason, is open to the public without charge six days a week. The volunteer team now includes several new faces, alongside a good number who have been with us from before the pandemic (some for a good many years before that).



In planning and conducting the activities of the Charity, the charity trustees have as usual had regard to the guidance issued by the Charity Commission on public benefit.

## **Section B: Achievements and performance**

### ***Summary of the main achievements of the charity during the year***

2022 marked the 50<sup>th</sup> anniversary of the original opening of Leominster Museum on 1<sup>st</sup> April 1972, and two events were held to celebrate this:

- an informal fundraising dinner at the Cider Barn Restaurant near Pembridge, ending with a successful auction of promises; and
- a “birthday party” open to all, coinciding with H.M. The Queen’s Platinum Jubilee weekend and with the Leominster Festival, at which the birthday cake was cut by the Mayor of Leominster together with the Charity’s Patron – who is the only surviving original trustee of the charitable trust formed in 1970 to acquire the building which became the Museum.

Additionally, we commissioned a new website in an updated style, which went live shortly before the start of the new season.

As planned, reconversion of the South Gallery to its earlier function as display space for works of art (predominantly by John Scarlett Davis R.A.) was completed in time for the 2022 season, and the results have been much appreciated. (In the process, this restored the space – cramped as it is – for small meetings and education sessions, that had been lost when the South Gallery had been taken over some years previously for storage and curatorial working space.) The Scarlett Davis sketch book was repaired and conserved after its spine had deteriorated somewhat with time; and plans are currently being worked up for the conservation and protection of his larger oil paintings, following advice received pursuant to the Collection Care Audit funded the previous year by the Pilgrim Trust through the Association of Independent Museums.

Visitor numbers totalled 2,481 for 2022 – up on the short 2021 season, but the lowest aggregate since 2012, and representing a lower average number per week of opening. This is thought to reflect a continuing degree of post-Covid caution among the population. Against this, visitors’ comments in the Visitors’ Book, and on TripAdvisor, continue to be very complimentary – of both the Museum’s displays and the volunteer staff, This was reflected in the amount of donations in the Donations Box and by contactless payment – the first year we have offered this – which almost matched the record level, for average donation per adult visitor, set in 2021.

Progress has continued in bringing documentary records of the collection up to date, as has the upgrade of storage materials for artefacts to a conservation-friendly specification.

### ***Looking to the future***

As a first step towards developing plans for a major upgrade of the buildings, a grant was obtained from West Midlands Museum Development to carry out (with professional

assistance) some audience development research among local groups who do not feature largely among the current visitors to the Museum; this research was ongoing at the end of the financial year. Although there are other bridges yet to be crossed, the recently-issued consultant's report will provide very valuable supporting evidence to support a number of features that we have already had in mind to incorporate in the project for which we will be seeking grant funding when we are ready to put proposals forward.

## Section C: Financial review

The accounts show that payments in the financial year exceeded receipts by some £5,365. However, as foreshadowed in the previous Annual Report, this apparent budget deficit was deliberate: the government Covid grants received in the two preceding financial years – as well as allowing the Designated Fund to be increased by more than 50% last year – gave the opportunity to update the storage of the collection to better curatorial standards than had been possible before, and to continue some important repairs and improvements including an upgrade of the increasingly unreliable intruder alarm system. The charity trustees are however alert to the need to temper spending on repairs that might be swept away in a substantial upgrade project.

### *Year-end summary*

The net monetary assets of the Charity in Unrestricted Funds at 30<sup>th</sup> November 2022, and the fund/reserves to which they are allocated, were as follows (see also note 6 to the Accounts). As will be seen, some specific reserves have been set aside for particular anticipated expenditure, some of which had already been committed before the year-end. The Designated Fund earmarked towards the proposed building upgrade remains unchanged this year at £40,000, after the substantial addition made in 2020-21.

	30.11.2022	30.11.2021
Designated Fund (future building upgrade)	£ 40,000	£ 40,000
Reserve for short-term building repairs and electrical testing	£ 4,000	£ 5,000
Reserve for tablet guide content reinstallation	£ 1,320	n/a
Reserve for website rebuild and upgrade		£ 1,100
Reserve for further curatorial supplies and potential conservation projects		£ 5,000
General reserve	£ 8,135	£ 9,889
<b>Total net monetary assets</b>	<b>£53,455</b>	<b>£ 60,989</b>

### *Brief statement on the charity's policy on reserves*

As a prudent measure the CIO aims to hold a general reserve of between one and two times normal annual expenditure – a margin that reflects the less than wholly predictable flow of income, and the fluctuating levels of expenditure of a “normal” nature. The charity trustees have reviewed the level of general reserves required in the light of a general increase in costs,

and now consider a prudent reserve on this basis in a typical year to be around £9,000-£12,000 in all. At £8,135 as noted above, the present level of general reserves is below the lower end of this range, but is still within the “1-2 years” policy referred to above.

### ***Ongoing viability***

In the circumstances described above, the charity trustees have no doubts as to the ongoing financial viability of the Charity.

## **Section D: Structure, governance and management**

### ***Description of the charity's trusts***

The charity's governing document is its Constitution, initially adopted on 9<sup>th</sup> June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9<sup>th</sup> July 2015. Amendments to the Constitution were made at the Annual General Meeting held on 13<sup>th</sup> June 2018, and took effect on registration by the Charity Commission on 18<sup>th</sup> June 2018.

Following those amendments,

- charity trustees, up to a maximum of 15, are elected by the members of the CIO or appointed (co-opted) by the charity trustees, and
- no outside body has power to appoint any charity trustee. (None of the current charity trustees holds office by virtue of an appointment made before the constitutional amendments mentioned in the previous paragraph.)

Charity trustees are subject to retirement by rotation, and are eligible for re-election;. Those who retired by rotation at the Annual General Meeting on 6<sup>th</sup> September 2022 were Mrs Jarman, who was re-elected, and Mr Wilkinson, who did not seek re-election. The board are delighted to have strengthened their number by the co-option of three well-qualified additional charity trustees during the course of the financial year; those appointed before the date of the Annual General Meeting also retired at that meeting in accordance with the Constitution, and were re-elected at that meeting. A full list of those in office during the financial year is given in section E below.

### ***Risk management policy***

The Museum holds a Risk Register, which is presented to each meeting of the charity trustees for review. The categories are a) Governance b) Operations c) Financial d) External and e) Compliance with law and regulation. The Register shows the various risks and their mitigating factors and it is based on the Charity Commission framework CC26. Ratings are given to both the probability of an event, and the severity of its impact if it were to occur, and these are multiplied together to produce an overall risk score.

## Section E: Reference and administration details

Leominster Museum CIO's principal address and registration number are shown at the top of this Report. The charity is not known by any other name.

### *Names of the charity trustees who manage the charity:*

Trustee name	Office (if any)	Dates acted as charity trustee (if not for the whole period)
1. Mr Geoffrey Crofts	Chair	
2. Mr Malcolm Mason	Hon. Curator	
3. Mr Christopher Jarman	Hon. Treasurer	
4. Mrs Deborah Jarman	Hon. Education & Outreach Officer	
5. Mr Ian Wilkinson		To 6 <sup>th</sup> September 2022
6. Ms Sue McKenzie		From 27 <sup>th</sup> January 2022
7. Mr Ted Rogers		From 22 <sup>nd</sup> February 2022
8. Ms Lean Kee		From 10 <sup>th</sup> November 2022

The Hon. Secretary, who is not a charity trustee, is Mr Andrew Parsons.

There are no custodian trustees or other trustees holding property on behalf of the charity.

## Section F: Declaration

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signature(s)

*G Crofts*

*S McKenzie*

Full name(s)

Geoffrey Crofts

Sue McKenzie

Position

Chair of Charity Trustees

Charity Trustee

Date signed

9<sup>th</sup> May 2023

9<sup>th</sup> May 2023



**Section A**

**Independent Examiner's Report**

<b>Report to the trustees</b>	Leominster Museum CIO		
<b>On accounts for the year ended</b>	30 <sup>th</sup> November 2022	<b>Charity no (if any)</b>	1162600
<b>Set out on pages</b>	1 of 6 to 6 of 6		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/11/2022.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

**Signed:**

**Date:**

28/4/2023

**Name:**

S E Gluyas FCCA FMAAT

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

Association of Chartered Certified Accountants  
Association of Accounting Technicians

**Address:**

99 Ridgemoor Road

Leominster

HR6 8UH

**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.

None



A: RECEIPTS & PAYMENTS ACCOUNTS	Unrestricted Funds to the nearest £	Restricted Income Funds to the nearest £	Endowment Funds to the nearest £	This Year Total to the nearest £	Last Year Total to the nearest £
<b>RECEIPTS</b>					
Voluntary Receipts					
Grants (note 2)	1,712	4,250	0	5,962	28,343
Friends/other membership subscriptions	1,046	0	0	1,046	0
Donations	2,516	0	0	2,516	2,721
Gift Aid	605	0	0	605	248
<i>Total Voluntary Receipts</i>	5,879	4,250	0	10,129	31,312
Activities for Generating Funds					
Sales of books and merchandise	273	0	0	273	263
Other fundraising receipts	1,826	0	0	1,826	113
<i>Total Activities for Generating Funds</i>	2,099	0	0	2,099	376
Investment Interest	645	0	0	645	529
Other Receipts	155	0	0	155	222
<b>Total of above Receipts</b>	<b>8,778</b>	<b>4,250</b>	<b>0</b>	<b>13,028</b>	<b>32,439</b>
<b>TOTAL RECEIPTS</b>	<b>8,778</b>	<b>4,250</b>	<b>0</b>	<b>13,028</b>	<b>32,439</b>
<b>PAYMENTS</b>					
Costs of generating voluntary receipts	1,250	0	0	1,250	18
Fundraising costs (trading activities)	63	0	0	63	36
Costs of charitable activities					
Museum collections expenses	1,995	0	0	1,995	4,290
Museum premises expenses	8,158	0	0	8,158	4,450
Other Museum expenses	3,862	1,016	0	4,878	8,963
Other charitable activities expenses	100	0	0	100	0
<i>Total Costs of charitable activities</i>	14,115	1,016	0	15,131	17,703
Governance costs	1,949	0	0	1,949	216
<b>Total of above Payments</b>	<b>17,377</b>	<b>1,016</b>	<b>0</b>	<b>18,393</b>	<b>17,973</b>
<b>TOTAL PAYMENTS</b>	<b>17,377</b>	<b>1,016</b>	<b>0</b>	<b>18,393</b>	<b>17,973</b>
<b>NET RECEIPTS / (PAYMENTS)</b>	<b>(8,599)</b>	<b>3,234</b>	<b>0</b>	<b>(5,365)</b>	<b>14,466</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CASH FUNDS AT LAST YEAR END</b>	<b>61,250</b>	<b>0</b>	<b>0</b>	<b>61,250</b>	<b>46,784</b>
<b>CASH FUNDS THIS YEAR END</b>	<b>52,651</b>	<b>3,234</b>	<b>0</b>	<b>55,885</b>	<b>61,250</b>



B. STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

Categories, and Details

	Unrestricted Funds, to the nearest £	Restricted Income Funds, to the nearest £	Endowment Funds, to the nearest £
<b>Cash funds</b>			
Cash at banks and in hand	52,651	3,234	
<b>Total cash funds</b>	<u>52,651</u>	<u>3,234</u>	<u>0</u>
check balances	OK	OK	OK
<b>Other monetary assets</b>	<b>Unrestricted Funds,</b> to the nearest £	<b>Restricted Income Funds,</b> to the nearest £	<b>Endowment Funds,</b> to the nearest £
Debtors	458	0	
<b>Investment assets</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>Assets retained for the charity's own use</b>	<b>Fund to which asset belongs</b>		
Museum buildings (freehold)	Unrestricted		
Scarlett Davis Sketch Book	Permanent endowment		
Remainder of Museum collection	Unrestricted		
2019 digital display equipment	Restricted Income		
Other museum display equipment	Unrestricted		
Furnishings, office & computer equipment	Unrestricted		
<b>Liabilities</b>	<b>Fund to which liability relates</b>	<b>Amount due</b>	<b>When due</b>
Miscellaneous Creditors	Unrestricted	346	< 1 year

These accounts for the year ending 30th November 2022 were approved by the Charity Trustees on

9th May 2023

G Crofts  
Chair

S McKenzie  
Charity Trustee



## 1 Basis of Accounts

These accounts are prepared on a receipts and payments basis. The detailed categories of receipts and payments used in maintaining the underlying records are summarised in the published accounts by showing only the totals for each heading/sub-heading of receipts or payments as the case may be. A copy of the detailed version of the receipts and payments account is available on application to the Treasurer.

## 2 Grants received

### (a) Restricted

(NOTE: Grants whose purpose is restricted, but which are not received until after the stated purpose has (wholly or partly) been already paid for out of unrestricted funds, are accounted for as being, to that extent, for unrestricted purposes by the time the grant money is in fact received.)

	Year to 30.11.2022	Year to 30.11.2021
Museum Development West Midlands - Reset grant for audience development (excess over reimbursement for one invoice already paid from unrestricted funds, see (b) below)	4,250	
	4,250	0

### (b) Unrestricted

	Year to 30.11.2022	Year to 30.11.2021
Museum Development West Midlands - Reset grant for audience development (to extent of reimbursement for one invoice already paid from unrestricted funds, see (a) above)	500	
Leominster Festival	50	
The Croft Trust		1,000
HM Government via Herefordshire Council - Successive grants under various titles arising from Covid-19 closure requirements		27,343
	0	28,343



3 Other Significant Donations received

	Year to 30.11.2022	Year to 30.11.2021
Members' donations in lieu of membership fees waived for year		1,072
EasyFundraising re online shopping	50	80
Total of other significant donations listed in last year's equivalent of this note		100

No totals of Other significant donations are given here because they do not correspond directly to any distinct figure in the Receipts & Payments Account. They comprise only some of the donations received, and may fall under more than one heading in the detailed version of that Account.

4 Endowment Funds

The charity has no expendable endowment, and the only permanent endowment consists of the album of drawings etc by John Scarlett Davis, which was bought in 1979 with grant assistance from the National Art Collections Fund "on the basis that and on condition that it is not to be sold, and must be available for viewing by students or members of the general public in perpetuity". There are no financial transactions in respect of endowment funds.

5 Restricted Income Funds

The year-end balance of restricted income funds in hand was made up as follows:

	30.11.2022	30.11.2021
Museum Development West Midlands - Reset grant for audience development	3,234	
	3,234	0



**6 Unrestricted Funds**

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2022	30.11.2021
Cash funds	52,651	61,250
Add Debtors (note 7)	458	348
Deduct Miscellaneous Creditors (note 89)	346	(609)
	<u>53,455</u>	<u>60,989</u>
Comprising:		
Designated Fund (note 10)	40,000	40,000
Reserve for short-term building repairs and electrical testing	4,000	
Reserve for tablet guide content reinstallation	1,320	
Reserve for short-term building repairs		5,000
Reserve for website rebuild		1,100
Reserve for curatorial supplies and potential conservation projects		5,000
General Reserves (note 9)	8,135	9,889
	<u>53,455</u>	<u>60,989</u>

**7 Statement of Assets & Liabilities: Debtors**

The amounts owed to the CIO at the year-end but as yet unpaid (and so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2022	30.11.2021
HM Revenue & Customs: Gift Aid (including gift aid small donations scheme), to be claimed at end of tax year	458	348
	<u>458</u>	<u>348</u>

**8 Statement of Assets & Liabilities: Miscellaneous Creditors**

The amounts owed by the CIO at the year-end but as yet unpaid and in most cases unbilled (so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2022	30.11.2021
Electricity supply	207	291
Water & sewerage supply	53	49
Provision for construction of new website		
Security alarm maintenance visit and annual maintenance fee		249
Miscellaneous other creditors	86	20
	<u>346</u>	<u>609</u>



9 Reserves

As a prudent measure the CIO aims to hold general reserves of between one and two times normal annual expenditure. The charity trustees have reviewed the level of general reserves required in the light of a general increase in costs, and now consider a prudent reserve on this basis in a typical year to be around £9,000-£12,000 in all. The general reserve at 30.11.2022 recorded in note 6 is less than the lower end of this range, but still within the "one to two times" policy.

10 Designated Fund

The charity trustees have built up in recent years a fund designated for use towards developing and carrying out the major building upgrade project to which they have aspired for several years. (This Designated Fund technically forms part of the Unrestricted Funds, as reflected in note 6.) This year's excess of receipts over payments (expected and indeed planned) means that no addition is made to this fund on this occasion; but the fund will already stand the charity in good stead when the proposed National Lottery Heritage Fund application is ready to proceed.

	30.11.2022	30.11.2021
Designated Fund at start of year	40,000	26,000
Addition to Designated Fund	0	14,000
	<u>40,000</u>	<u>40,000</u>

**LEOMINSTER MUSEUM CIO**

England & Wales - Charity number 1162600

---

# Accounts

---



LEOMINSTER  
MUSEUM



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

# Trustees' Annual Report and Accounts for the year from 1<sup>st</sup> December 2020 to 30<sup>th</sup> November 2021





# LEOMINSTER MUSEUM



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ

Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk



& : leominstermuseum



@leomuseum

## Trustees' Annual Report for the period from 1<sup>st</sup> December 2020 to 30<sup>th</sup> November 2021

### Section A: Objectives and activities

#### *Summary of the objects of the charity set out in its governing document*

The objects of Leominster Museum CIO are set out in clause 3 of its Constitution as being :-

- 3.1 The advancement of education, with particular reference to the understanding and appreciation of the history and heritage of Leominster and its surrounding area, by the provision and maintenance within that area of a museum and associated collection and other resources, and the provision of associated educational activities, for the benefit of the inhabitants of that area and any others who use the museum, its facilities or resources; and
- 3.2 All other charitable purposes normally or usefully associated with a museum.

#### *Summary of the main activities undertaken for the public benefit in relation to these objects*

These formal objects establish education as central to the Charity's mission, as intended by the Museum's founders 50 years ago. The Charity sets out to achieve this object by collecting and preserving local material relating to Leominster and district in the form of objects, archives and ephemera, and interpreting and displaying this material for the education and enjoyment of the public.

In normal times the Museum, which is staffed and managed entirely by an enthusiastic team of volunteers, is open to the public without charge six days a week between about Easter and the end of October. As recorded in last year's Annual Report, the Covid-19 pandemic, coming on top of our normal winter closure, kept the Museum closed throughout the 2019-2020 financial year. The new curator, Malcolm Mason, who took over that role in January 2021, worked hard, with consultant support, to assess the collection and prepare new displays for the new season based on the theme decided before his appointment.



Continuing coronavirus restrictions meant that it was not feasible to start the 2021 season at Easter as in a normal year; but the gradual easing of restrictions, coupled with the curator's behind-the-scenes preparations, finally allowed the Museum to reopen to the public on 1<sup>st</sup> July 2021 with our normal 6-hour, 6 days a week schedule.

The charity trustees were greatly encouraged by the number of volunteers from before the pandemic who resumed working in the Museum as soon as restrictions allowed. In the whole of the remainder of the season, up to the time we closed for the winter on 30<sup>th</sup> October, there were very few days when a shortage of available volunteers prevented us from staying open for the full day. All concerned owe our dedicated volunteer team a big debt of gratitude.

In planning and conducting the activities of the Charity, the charity trustees have as usual had regard to the guidance issued by the Charity Commission on public benefit.

## **Section B: Achievements and performance**

### ***Summary of the main achievements of the charity during the year***

The late start to the 2021 season inevitably meant that, in absolute terms, the Museum's visitor numbers were significantly down on previous years, at a little over 1,800 for the season. However, it has been heartening to note that, despite the aftermath of pandemic restrictions, the average number per week while we were open remained above the average level for the previous six pre-pandemic seasons; and that donations per adult visitor in the Donations Box were at a record level. The comments left in the Visitors Book were, as always, overwhelmingly positive.

Under the guidance of our Hon. Curator Malcolm Mason (who took on this role in late December 2020), supported for a number of months by Sue Knox as curatorial consultant, a huge amount of progress has been made (and continues into the new financial year) in two particular areas of curatorial responsibility that, for different reasons, have suffered in earlier years:

- Ensuring that accession records of items held in the Museum are properly up to date and reconciled with the electronic catalogue; (in the process, a number of items are being identified which appear not to fit within the Museum's collecting policy, and steps will be taken in due course to assess options for their disposal in line with official sectoral guidance); and
- Ensuring that items in the collection which are not on display are stored in conservation-friendly materials, and (in tandem with the cataloguing improvements) are immediately traceable. To this end, the back-room storage areas have been enlarged and significantly upgraded, which will enable the South Gallery to be brought back into use in 2022 as a display space.

In the closing weeks of the year under report, we were delighted to learn that the Museum's application for an AIM/Pilgrim Trust Conservation Audit Grant had been successful. The conservator's report has since come through and provides a good basis

for planning future changes to the Museum and supporting related grant applications (see “Looking to the future” below).

As in the previous year, a short series of online talks on local history topics was arranged during the winter closure to maintain the Museum’s profile, which were widely publicised on social media. The first of these was well attended; because of the speaker’s indisposition, the second had to be re-scheduled for a date after the preparation of this Report.

Two more booklets, researched and written by Joe Cocker, have been added to the Museum’s series, covering some fascinating connections between Leominster and Polish expatriates. One of them (so far) was also printed in Polish translation; sales in both languages have been good.

### ***Looking to the future***

Since the end of the financial year we have recruited two additional charity trustees, Sue McKenzie and Ted Rogers, both of whom have extensive museum and heritage experience. With this added support, the charity trustees recently reaffirmed their intention to explore vigorously the prospects for obtaining funding for a major upgrade of the Museum buildings – presumptively from the National Lottery Heritage Fund (though noting that the NLHF’s criteria for support have changed somewhat since before the scheme was paused during the Covid-19 pandemic). The aim is to identify a viable scheme, and begin the process of promoting it, before the end of 2023.

## **Section C: Financial review**

Recognising the effects of the Museum’s closure throughout 2020, and the impacts of the coronavirus pandemic generally, the charity trustees took the decision that subscriptions for membership of the CIO should be waived for the 2020-21 financial year. Despite this, the vast majority of members (not just those who normally pay by bank standing order) made donations of similar amount to their usual subscriptions, and we are very grateful for their continuing support.

With the renewal during the winter and spring of enforced closures as a result of the coronavirus pandemic, the government (through local councils’ business rates departments) made several further grants to businesses and charities in the retail, hospitality and leisure sector who were prohibited from opening. It transpired that these were payable even for periods when the Museum would in any case have been closed to the public for our normal winter closure. As last year, there were no means-testing requirements, and our total receipts from these grants during this financial year came to more than £27,000 – in addition to the £25,000 received in 2020-21.

These grants provided the context for expenditure during the year of nearly £11,500 (combined) on museum consultancy, repairs and renewals, and materials for collection care. The repairs and renewals were primarily the upgrade and partial refitting of store rooms, but included some timber work in the Cider House Passage and attention to a roof leak.

**Year-end summary**

The upshot of these grants – which we could not have anticipated when the pandemic struck – is that, even after the exceptional expenditure just referred to, the Museum charity is in a far better financial position than it ever has been, before or after the transfer into CIO form six years ago.

Accordingly the net monetary assets of the Charity in Unrestricted Funds at 30<sup>th</sup> November 2021, and the fund/reserves to which they are allocated, are as follows (see also note 6 to the Accounts). These figures, including those for the preceding year, take account of sums owed to and by the charity.

	<b>30.11.2021</b>	<b>30.11.2020</b>
Designated Fund (future building upgrade)	£ 40,000	£ 26,000
Reserve for further short-term building repairs	£ 5,000	n/a
Reserve for website rebuild and upgrade	£ 1,100	n/a
Reserve for further curatorial supplies and potential conservation projects	£ 5,000	n/a
Provisional reserve for Covid-19 precautions	n/a	£ 3,000
Reserve for curatorial consultancy	n/a	£ 8,000
General reserve	£ 9,889	£ 9,517
<b>Total net monetary assets</b>	<b>£60,989</b>	<b>£ 46,517</b>

**Brief statement on the charity's policy on reserves**

As a prudent measure the CIO aims to hold a general reserve of between one and two times normal annual expenditure – a margin that reflects the less than wholly predictable flow of income, and the fluctuating levels of expenditure of a “normal” nature – the average level of which has however increased somewhat in recent years. Taking account of all these factors, the charity trustees remain for the time being of the view that a reasonable amount for an ongoing general reserve on the above basis would be in the range £7,000-£9,000. At £9,889 as noted above, the present level of general reserves is outside this range, but is still within the “1-2 years” policy referred to above.

Other specific reserves, detailed above, have been set aside for particular anticipated expenditure taking advantage of the unexpected surpluses, this year and last, arising from the government Covid grants.

**Designated fund for building upgrade**

Even after providing for those reserves, the charity trustees have agreed to add a further £14,000 to the Designated Fund earmarked towards the proposed building upgrade,

bringing that fund to £40,000 (2020 £26,000). This will allow further impetus behind the drive to identify an achievable scheme.

### ***Ongoing viability***

In all the circumstances described above, the charity trustees have no doubts as to the ongoing financial viability of the Charity.

## **Section D: Structure, governance and management**

### ***Description of the charity's trusts***

The charity's governing document is its Constitution, initially adopted on 9<sup>th</sup> June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9<sup>th</sup> July 2015. Amendments to the Constitution were made at the Annual General Meeting held on 13<sup>th</sup> June 2018, and took effect on registration by the Charity Commission on 18<sup>th</sup> June 2018.

Following those amendments,

- charity trustees, up to a maximum of 15, are elected by the members of the CIO or appointed (co-opted) by the charity trustees, and
- no outside body has power to appoint any charity trustee. (None of the current charity trustees holds office by virtue of an appointment made before the constitutional amendments mentioned in the previous paragraph.)

Charity trustees are subject to retirement by rotation, and are eligible for re-election;. Those who retired by rotation and were re-elected at the Annual General Meeting on 9<sup>th</sup> September 2021 were Mr Crofts and Mr Jarman. (A full list of those in office during the financial year is given in section E below.)

### ***Risk management policy***

The Museum holds a Risk Register, which is presented to each meeting of the charity trustees for review. The categories are a) Governance b) Operations c) Financial d) External and e) Compliance with law and regulation. The Register shows the various risks and their mitigating factors and it is based on the Charity Commission framework CC26. Ratings are given to both the probability of an event, and the severity of its impact if it were to occur, and these are multiplied together to produce an overall risk score.

## Section E: Reference and administration details

Leominster Museum CIO's principal address and registration number are shown at the top of this Report. The charity is not known by any other name.

### *Names of the charity trustees who manage the charity:*

Trustee name	Office (if any)	Dates acted as charity trustee (if not for the whole period)
1. Mr Geoffrey Crofts	Chair	
2. Mr Malcolm Mason	Hon. Curator (from January 2021)	
3. Mr Christopher Jarman	Hon. Treasurer	
4. Mrs Deborah Jarman		
5. Mrs Suzy Barton		To 6 <sup>th</sup> May 2021
6. Mr Ian Wilkinson		
7. Mr James Airey		To 26 <sup>th</sup> January 2021

The Hon. Secretary, who is not a charity trustee, is Mr Andrew Parsons.

There are no custodian trustees or other trustees holding property on behalf of the charity.

## Section F: Declaration

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signature(s)

*G Crofts*

*Ian Wilkinson*

Full name(s)

Geoffrey Crofts

Ian Wilkinson

Position

Chair of Charity Trustees

Charity Trustee

Date signed

6/5/22

6/5/22



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Leominster Museum CIO

On accounts for the year  
ended

30 November 2021

Charity no  
(if any)

1162600

Set out on

The following pages numbered 1 – 7.

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 30 November 2021.

Responsibilities and  
basis of report

As the charity trustees of the CIO, 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed 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 which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed: *Ben Sladen*

Date: 6 May 2022

Name: Ben Sladen

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

C.A. (retd)

Address:

2 Presbytery Close

Leominster

HR6 8QP

LEOMINSTER MUSEUM CIO  
(Registered Charity No. 1162600)  
Financial Statements for Year to 30th November 2021  
**Receipts and Payments Accounts and  
Statement of Asserts and Liabilities**



A: RECEIPTS & PAYMENTS ACCOUNTS	Unrestricted Funds to the nearest £	Restricted Income Funds to the nearest £	This Year Total to the nearest £	Last Year Total to the nearest £
<b>RECEIPTS</b>				
Voluntary Receipts				
Grants (notes 3, 2)	28,343	0	28,343	27,000
Friends/other membership subscriptions	0	0	0	1,153
Donations	2,721	0	2,721	282
Gift Aid	248	0	248	739
<i>Total Voluntary Receipts</i>	<u>31,312</u>	<u>0</u>	<u>31,312</u>	<u>29,174</u>
Activities for Generating Funds				
Sales of books and merchandise	263	0	263	102
Other fundraising receipts	113	0	113	426
<i>Total Activities for Generating Funds</i>	<u>376</u>	<u>0</u>	<u>376</u>	<u>528</u>
Investment Interest	529	0	529	219
Other Receipts	222	0	222	225
<b>Total of above Receipts</b>	<u>32,439</u>	<u>0</u>	<u>32,439</u>	<u>30,146</u>
<b>TOTAL RECEIPTS</b>	<u><b>32,439</b></u>	<u><b>0</b></u>	<u><b>32,439</b></u>	<u><b>30,146</b></u>



Receipts and Payments Accounts and  
Statement of Asserts and Liabilities

A: RECEIPTS & PAYMENTS ACCOUNTS contd	Unrestricted Funds <i>to the nearest £</i>	Restricted Income Funds <i>to the nearest £</i>	This Year Total <i>to the nearest £</i>	Last Year Total <i>to the nearest £</i>
<b>PAYMENTS</b>				
Costs of generating voluntary receipts	18	0	18	114
Fundraising costs (trading activities)	36	0	36	73
Costs of charitable activities				
Museum collections expenses	4,290	0	4,290	723
Museum premises expenses	4,213	237	4,450	5,433
Other Museum expenses	8,963	0	8,963	1,439
<i>Total Costs of charitable activities</i>	17,466	237	17,703	7,595
Governance costs	216	0	216	203
<b>Total of above Payments</b>	<u>17,736</u>	<u>237</u>	<u>17,973</u>	<u>7,985</u>
<b>TOTAL PAYMENTS</b>	<b><u>17,736</u></b>	<b><u>237</u></b>	<b><u>17,973</u></b>	<b><u>7,985</u></b>
<b>NET RECEIPTS / (PAYMENTS)</b>	<b>14,703</b>	<b>(237)</b>	<b>14,466</b>	<b>22,161</b>
<b>CASH FUNDS AT LAST YEAR END</b>	<b>46,547</b>	<b>237</b>	<b>46,784</b>	<b>24,623</b>
<b>CASH FUNDS THIS YEAR END</b>	<b><u>61,250</u></b>	<b><u>0</u></b>	<b><u>61,250</u></b>	<b><u>46,784</u></b>



**B. STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD**

**Categories, and Details**

	<b>Unrestricted Funds, to the nearest £</b>	<b>Restricted Income Funds, to the nearest £</b>	
<b>Cash funds</b>			
Cash at banks and in hand	61,250	0	
<b>Total cash funds</b>	61,250	0	
check balances	OK	OK	OK
<b>Other monetary assets</b>			
Debtors	348	0	
<b>Investment assets</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>Assets retained for the charity's own use</b>	<b>Fund to which asset belongs</b>		
Museum buildings (freehold)	Unrestricted		
Scarlett Davis Sketch Book	Permanent endowment		
Remainder of Museum collection	Unrestricted		
2019 digital display equipment	Restricted Income		
Other museum display equipment	Unrestricted		
Furnishings, office & computer equipment	Unrestricted		
<b>Liabilities</b>	<b>Fund to which liability relates</b>	<b>Amount due</b>	<b>When due</b>
Miscellaneous Creditors	Unrestricted	609	< 1 year

These accounts for the year ending 30th November 2021 were approved by the Charity Trustees on

6th May 2022

**G Crofts**  
Chair

**Ian Wilkinson**  
Charity Trustee



**Notes to the Accounts**

**1 Basis of Accounts**

These accounts are prepared on a receipts and payments basis. The detailed categories of receipts and payments used in maintaining the underlying records are summarised in the published accounts by showing only the totals for each heading/sub-heading of receipts or payments as the case may be. A copy of the detailed version of the receipts and payments account is available on application to the Treasurer.

**2 Restricted Grants received**

	Year to 30.11.2021	Year to 30.11.2020
none	0	0

**3 Unrestricted Grants received**

	Year to 30.11.2021	Year to 30.11.2020
HM Government via Herefordshire Council - Successive grants under various titles arising from Covid-19 closure requirements	27,343	25,000
The Croft Trust	1,000	2,000
	<u>28,343</u>	<u>27,000</u>

**3 Other Significant Donations received**

	Year to 30.11.2021	Year to 30.11.2020
Members' donations in lieu of membership fees waived for year	1,072	
Uhlman Charity Trust	100	
EasyFundraising re online shopping	80	32
Total of other significant donations listed in last year's equivalent of this note		150

Totals of Other significant donations are not given here because they do not correspond directly to any distinct figure in the Receipts & Payments Account. The items listed comprise only some of the donations received, and may fall under more than one heading in the detailed version of that Account.



**4 Endowment Funds**

The charity has no expendable endowment, and the only permanent endowment consists of the album of drawings etc by John Scarlett Davis, which was bought in 1979 with grant assistance from the National Art Collections Fund "on the basis that and on condition that it is not to be sold, and must be available for viewing by students or members of the general public in perpetuity". There are no financial transactions in respect of endowment funds.

**5 Restricted Income Funds**

The year-end balance of restricted income funds in hand was made up as follows:

	30.11.2021	30.11.2020
Leominster Town Council - leaks, ramps and letterbox	0	237
	0	237

**6 Unrestricted Funds**

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2021	30.11.2020
Cash funds	61,250	46,547
Add Debtors (note 7)	348	42
Deduct Miscellaneous Creditors (note 8)	(609)	(72)
	<u>60,989</u>	<u>46,517</u>
Comprising:		
Designated Fund (note 10)	14,000	8,000
Provisional reserve for Covid-19 measures		3,000
Reserve for curatorial consultancy		8,000
Reserve for short-term building repairs	5,000	
Reserve for website rebuild	1,100	
Reserve for curatorial supplies and potential conservation projects	5,000	
General Reserves (note 9)	<u>35,889</u>	<u>27,517</u>
	<u>60,989</u>	<u>46,517</u>



**7 Statement of Assets & Liabilities: Debtors**

The amounts owed to the CIO at the year-end but as yet unpaid (and so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2021	30.11.2020
HM Revenue & Customs: Gift Aid (including gift aid small donations scheme), to be claimed at end of tax year	348	42
	348	42

**8 Statement of Assets & Liabilities: Miscellaneous Creditors**

The amounts owed by the CIO at the year-end but as yet unpaid and in most cases unbilled (so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2021	30.11.2020
Electricity supply	291	14
Water & sewerage supply	49	38
Security alarm maintenance visit and annual maintenance fee	249	
Miscellaneous other creditors	20	20
	609	72

**9 Reserves**

As a prudent measure the CIO aims to hold general reserves of between one and two times normal annual expenditure. Taking account of recent trends and increasing costs, the charity trustees consider a prudent reserve on this basis in a typical year to be around £7,000-£9,000 in all. The general reserve at 30.11.2021 recorded in note 6 is thus outside this range, but is still within the "1-2 years" policy referred to above.



**10 Designated Fund**

The charity trustees have built up in recent years a fund designated for use towards developing and carrying out the major building upgrade project to which they have aspired for several years. (This Designated Fund technically forms part of the Unrestricted Funds, as reflected in note 6.) Even after a significant increase in expenditure in the curatorial and conservation field, and on building maintenance (both expected to continue into the next financial year), the successive government grants under schemes for the retail, hospitality and leisure sectors (see note 3) have enabled the charity trustees to make another substantial addition to the Designated Fund as shown in the table below.

	30.11.2021	30.11.2020
Addition to Designated Fund	14,000	8,000
	<u>14,000</u>	<u>8,000</u>

**LEOMINSTER MUSEUM CIO**

England & Wales - Charity number 1162600

---

# Accounts

---



LEOMINSTER  
MUSEUM



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

# Trustees' Annual Report and Accounts for the year from 1<sup>st</sup> December 2019 to 30<sup>th</sup> November 2020





# LEOMINSTER MUSEUM



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ  
Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk     & : leominstermuseum    : @leomuseum

## Trustees' Annual Report for the period from 1<sup>st</sup> December 2019 to 30<sup>th</sup> November 2020

### Section A: Reference and administration details

Leominster Museum CIO's principal address and registration number are as above. The charity is not known by any other name.

#### *Names of the charity trustees who manage the charity:*

Trustee name	Office (if any)	Dates acted (if not for the whole period)
1. Mr Geoffrey Crofts	Chair	
2. Mr Glenn Powell Jones		To 8 <sup>th</sup> September 2020
3. Mr Malcolm Mason		
4. Mr Christopher Jarman	Hon. Treasurer	
5. Mrs Deborah Jarman		
6. Dr Lesley Brook		To 10 <sup>th</sup> March 2020
7. Mrs Suzy Barton		
8. Mr Ian Wilkinson		
9. Mr James Airey		

There are no custodian trustees or other trustees holding property on behalf of the charity.



## **Section B: Structure, governance and management**

### ***Description of the charity's trusts***

The charity's governing document is its Constitution, initially adopted on 9<sup>th</sup> June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9<sup>th</sup> July 2015. Amendments to the Constitution were made at the Annual General Meeting held on 13<sup>th</sup> June 2018, and took effect on registration by the Charity Commission on 18<sup>th</sup> June 2018.

Following those amendments, charity trustees, up to a maximum of 15, are elected by the members of the CIO or appointed (co-opted) by the charity trustees. All charity trustees appointed by outside bodies (under the Constitution as it applied up to the date of those amendments) had ceased to hold office before the start of the current financial year.

Charity trustees are subject to retirement by rotation, and are eligible for re-election. Those who retired by rotation and were re-elected at the Annual General Meeting on 8<sup>th</sup> September 2020 were Mrs Jarman and Mrs Barton; Mr Jones also retired by rotation on the same occasion, but did not seek re-election..

## **Section C: Objectives and activities**

### ***Summary of the objects of the charity set out in its governing document***

The objects of the CIO are set out in clause 3 of its Constitution as being :-

- 3.1 The advancement of education, with particular reference to the understanding and appreciation of the history and heritage of Leominster and its surrounding area, by the provision and maintenance within that area of a museum and associated collection and other resources, and the provision of associated educational activities, for the benefit of the inhabitants of that area and any others who use the museum, its facilities or resources; and
- 3.2 All other charitable purposes normally or usefully associated with a museum.

### ***Summary of the main activities undertaken for the public benefit in relation to these objects***

These formal objects establish education as central to the Charity's mission, as intended by the Museum's founders more than 45 years ago. The Charity sets out to achieve this object by collecting and preserving local material relating to Leominster and district in the form of objects, archives and ephemera, and interpreting and displaying this material for the education and enjoyment of the public.

In normal times the Museum, which is staffed and managed entirely by an enthusiastic team of volunteers, is open to the public without charge six days a week between about Easter and the end of October. However, the first Covid-19 lockdown was announced while work was still in progress to prepare the Museum and its displays for the planned start of the 2020 season. By July, when there was finally a prospect that museums might

be permitted to re-open to the public, consultations with the volunteer team led the charity trustees to conclude that in practice it was going to be preferable for the Museum to remain closed for the remainder of 2020, and that we should focus on reopening when feasible for the 2021 season. This decision, disappointing as it was for many, reflected the charity trustees' concern to avoid putting at risk the wellbeing of our visitors and valued volunteer team.

In planning and conducting the activities of the Charity, so far as these activities have been feasible in the year under review, the charity trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## **Section D: Achievements and performance**

### ***Summary of the main achievements of the charity during the year***

Because of the Covid-induced closure – and the impracticability of drawing on volunteer labour in the building even at times when this was permissible – positive achievements during the year have inevitably been fewer than usual. However, the opportunity was taken to have the exterior of the main buildings redecorated, attracting many complimentary comments.

Three online talks were arranged over the autumn and winter to attempt to maintain contact with volunteers and members. These proved popular events, and raised useful funds through attendance charges.

The Museum's series of short booklets available for purchase has been revised and expanded, and the format attractively updated. These and other titles are advertised via social media for sale through the charity's website, though in practice remote sales have remained comparatively infrequent.

Last year's Annual Report referred to the intended application to the National Lottery Heritage Fund to finance preliminary consultancy work to bring closer the prospect of a substantial building upgrade. Work towards the preparation of this application had to be suspended when the funding stream was closed with a view to providing much-needed support to organisations facing financial threats as a result of the Covid-19 pandemic. Although the fund did later reopen, further progress has been deferred to the next financial year.

## **Section E: Financial review**

With membership subscriptions falling due in January each year, a significant part of the Charity's regular voluntary income had already been received before the impact of the Covid-19 pandemic began to be felt; and we had started the year in a very healthy financial position in any case. The charity trustees were therefore not concerned at the financial implications of being unable to open the Museum during 2020 (without, therefore, visitor donations in the donations box or the limited quantity of merchandise sales). In line with the established policy (see below), brought-forward general reserves would be more than enough to absorb the prospective deficit of potentially around £4,000. The charity was thus in no danger of running short of cash, and it was not

necessary to consider applying for support from any of the emergency or recovery funds that were established in various quarters over succeeding months.

However, the government's Covid-19 grant system for businesses in the retail, hospitality and leisure sectors (administered through local councils) turned out to include museums operated by charities, and to be provided without either means-testing or even application (beyond simple confirmation of status). As such we were astounded to find that we were due a grant of no less than £25,000; this came through in May.

### ***Year-end summary***

In contrast, therefore, to the initial lockdown projection, this (coupled with other donations) has resulted in a substantial surplus of receipts over payments for the whole year, amounting to just over £22,400 on Unrestricted Funds. (The small deficit on Restricted Income Funds represents merely the partial spending in this year of restricted grants received during the preceding year.)

Accordingly the net monetary assets of the Charity in Unrestricted Funds at 30<sup>th</sup> November 2020, and the fund/reserves to which they are allocated, are as follows. (These figures, including those for the preceding year, take account of sums owed to and by the charity.)

	<b>30.11.2020</b>	<b>30.11.2019</b>
Designated Fund (future building upgrade)	£ 26,000	£ 18,000
Provisional reserve for Covid-19 precautions	£ 3,000	n/a
Reserve for curatorial consultancy (see section F)	£ 8,000	n/a
General reserve	£ 9,517	£ 6,379
<b>Total net monetary assets</b>	<b>£ 46,517</b>	<b>£ 24,379</b>

### ***Brief statement on the charity's policy on reserves***

As a prudent measure the CIO aims to hold reserves of between one and two times normal annual expenditure – a margin that reflects the less than wholly predictable flow of income, and the fluctuating levels of expenditure of a “normal” nature, the average level of which has however increased somewhat in recent years. Taking account of that, the charity trustees consider that a reasonable amount for an ongoing reserve on the above basis would be in the range £7,000-£9,000. At £9,517 as noted above, the present level of general reserves is a little above the higher end of this range, though still within the “one to two years’ normal expenditure” policy. Further information on the reserves noted above can be found in note 12 to the Accounts.

***Designated fund for building upgrade***

The charity trustees have agreed to add £8,000 to the Designated Fund earmarked towards the proposed building upgrade, bringing that fund to £26,000 (2019 £18,000).

***Ongoing viability***

Given the scale of the reserves referred to above, and the relationship of the general reserve to normal expenditure (not all of which is non-discretionary), the charity trustees have no doubts as to the ongoing financial viability of the Charity. This is the case even before taking into account further Covid-19 grants received since the end of the financial year.

**Section F: Looking ahead**

Leominster Town Council's secondment of one of their employees part-time to act as Leominster Museum's curator was, as mentioned in last year's Annual Report, due to come to an end in March 2021. The charity trustees were about to set about advertising for a new voluntary curator to take over at that point when, in December 2020, one of them, Malcolm Mason, who has been with the Museum in one capacity or another for over 12 years, volunteered to take on this role – an offer that was accepted with alacrity.

At the same time the charity trustees had decided to invest some of the additional resources received during the year in professional consultancy support to bolster curatorial practice in the Museum, and were delighted to be able to recruit for this role Sue Knox – known to many of the team as the former Museum Development Officer for Herefordshire until 2015.

As a result of these two exciting developments, it was agreed with Leominster Town Council that their secondment would end early and that the new curatorial team would take over immediately. They have done so with energy, and all involved look forward with confidence to being able to fire up enthusiasm in the volunteer workforce after the dismal inactivity of 2020; to share new skills with them; and to welcome back visitors to the Museum in a safe way.

## Section G: Declaration

The charity trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signature(s)	<i>G Crofts</i>	<i>M Mason</i>
Full name(s)	Geoffrey Crofts	Malcolm Asquith Mason
Position	Chair of Charity Trustees	Charity Trustee
Date signed	<i>18.5.21</i>	<i>18 May 2021</i>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Leominster Museum CIO

On accounts for the year  
ended

30 November 2020

Charity no  
(if any)

1162600

Set out on

The following pages numbered 1 - 6.

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 30 November 2020.

Responsibilities and  
basis of report

As the charity trustees of the CIO, 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed 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 which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed: *Ben Sladen*

Date: *13 May 2021*

Name: Ben Sladen

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

C.A. (retd)

Address:

2 Presbytery Close

Leominster

HR6 8QP

**LEOMINSTER MUSEUM CIO**  
(Registered Charity No. 1162600)  
Financial Statements for Year to 30th November 2020  
**Receipts and Payments Accounts and  
Statement of Assets and Liabilities**



A: RECEIPTS & PAYMENTS ACCOUNTS	<b>Unrestricted Funds</b> <i>to the nearest £</i>	<b>Restricted Income Funds</b> <i>to the nearest £</i>	<b>This Year Total</b> <i>to the nearest £</i>	<b>Last Year Total</b> <i>to the nearest £</i>
<b>RECEIPTS</b>				
Voluntary Receipts				
Grants (notes 3, 2)	27,000	0	27,000	20,331
Friends/other membership subscriptions	1,153	0	1,153	1,128
Donations	282	0	282	5,206
Gift Aid	739	0	739	735
<i>Total Voluntary Receipts</i>	29,174	0	29,174	27,400
Activities for Generating Funds				
Sales of books and merchandise	102	0	102	546
Other fundraising receipts	426	0	426	99
<i>Total Activities for Generating Funds</i>	528	0	528	645
Investment Interest	219	0	219	186
Other Receipts	225	0	225	5
<b>Total of above Receipts</b>	<b>30,146</b>	<b>0</b>	<b>30,146</b>	<b>28,236</b>
<b>TOTAL RECEIPTS</b>	<b>30,146</b>	<b>0</b>	<b>30,146</b>	<b>28,236</b>

**LEOMINSTER MUSEUM CIO**  
(Registered Charity No. 1162600)  
Financial Statements for Year to 30th November 2020  
**Receipts and Payments Accounts and  
Statement of Assets and Liabilities**



A: RECEIPTS & PAYMENTS ACCOUNTS contd	Unrestricted Funds <i>to the nearest £</i>	Restricted Income Funds <i>to the nearest £</i>	This Year Total <i>to the nearest £</i>	<i>Last Year Total</i> <i>to the nearest £</i>
<b>PAYMENTS</b>				
Costs of generating voluntary receipts	114	0	114	311
Fundraising costs (trading activities)	73	0	73	275
Costs of charitable activities				
Museum collections expenses	478	245	723	278
Museum premises expenses	5,433	0	5,433	4,495
Other Museum expenses	1,439	0	1,439	2,213
<i>Total Costs of charitable activities</i>	7,350	245	7,595	6,986
Governance costs	203	0	203	170
<b>Total of above Payments</b>	<b>7,740</b>	<b>245</b>	<b>7,985</b>	<b>7,742</b>
<b>ASSET AND INVESTMENT PURCHASES</b>				
Purchase of fixed assets	0	0	0	10,498
<b>Total Asset and Investment Purchases</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,498</b>
<b>TOTAL PAYMENTS</b>	<b>7,740</b>	<b>245</b>	<b>7,985</b>	<b>18,240</b>
<b>NET RECEIPTS / (PAYMENTS)</b>	<b>22,406</b>	<b>(245)</b>	<b>22,161</b>	<b>9,996</b>
<b>CASH FUNDS AT LAST YEAR END</b>	<b>24,141</b>	<b>482</b>	<b>24,623</b>	<b>14,627</b>
<b>CASH FUNDS THIS YEAR END</b>	<b>46,547</b>	<b>237</b>	<b>46,784</b>	<b>24,623</b>



**B. STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD**

**Categories, and Details**

	<b>Unrestricted Funds, to the nearest £</b>	<b>Restricted Income Funds, to the nearest £</b>		
<b>Cash funds</b>				
Cash at banks and in hand	46,547	237		
<b>Total cash funds</b>	46,547	237		
	OK	OK		OK
	check balances			
<b>Other monetary assets</b>				
Debtors	42	0		
<b>Assets retained for the charity's own use</b>				
	<b>Fund to which asset belongs</b>			
Museum buildings (freehold)	Unrestricted			
Scarlett Davis Sketch Book	Permanent endowment			
Remainder of Museum collection	Unrestricted			
2019 digital display equipment	Restricted Income			
Other museum display equipment	Unrestricted			
Furnishings, office & computer equipment	Unrestricted			
<b>Liabilities</b>				
	<b>Fund to which liability relates</b>	<b>Amount due</b>	<b>When due</b>	
Miscellaneous Creditors	Unrestricted	72	< 1 year	

These accounts for the year ending 30th November 2020 were approved by the Charity Trustees on

13th May 2021

*Geoffrey Crofts*  
Chair

*Malcolm Mason*  
Charity Trustee



**1 Basis of Accounts**

These accounts are prepared on a receipts and payments basis. The detailed categories of receipts and payments used in maintaining the underlying records are summarised in the published accounts by showing only the totals for each heading/sub-heading of receipts or payments as the case may be. A copy of the detailed version of the receipts and payments account is available on application to the Treasurer.

**2 Restricted Grants received**

	Year to 30.11.2020	Year to 30.11.2019
Total of restricted grants listed in last year's equivalent of this note		1,075
	0	1,075

**3 Unrestricted Grants received**

	Year to 30.11.2020	Year to 30.11.2019
European Fund for Rural Development LEADER programme, via Rural Payments Agency		19,256
The Croft Trust	2,000	
HM Government via Herefordshire Council - Retail, Hospitality & Leisure Grant re Covid-19	25,000	
	27,000	19,256

The LEADER Programme grant in the year to 30.11.2019, though agreed for specific purposes, is treated as unrestricted when received because it was only claimable, by way of reimbursement, after the expenditure in question had been paid out by the charity; the money in fact received could therefore be applied for any purposes authorised by the charity's Constitution.

**4 Other significant donations received**

	Year to 30.11.2020	Year to 30.11.2019
Charities Aid Foundation, on behalf of anonymous donor		1,000
EasyFundraising re online shopping	32	76
Various donors re talk fees	50	190
Mr Ben Sladen	100	
Total of other significant donations listed in last year's equivalent of this note		970

In the equivalent note to previous years' accounts, this note included Unrestricted Grants among significant donations. Unrestricted Grants have now been separated out - see note 2. No totals of Other significant donations are given here because they do not correspond directly to any distinct figure in the Receipts & Payments Account. They comprise only some of the donations received, and may fall under more than one heading in the detailed version of that Account.



**5 Endowment Funds**

The charity has no expendable endowment, and the only permanent endowment consists of the album of drawings etc by John Scarlett Davis, which was bought in 1979 with grant assistance from the National Art Collections Fund "on the basis that and on condition that it is not to be sold, and must be available for viewing by students or members of the general public in perpetuity". There are no financial transactions in respect of endowment funds.

**6 Restricted Income Funds**

The year-end balance of restricted income funds in hand was made up as follows:

	30.11.2020	30.11.2019
Leominster Town Council - leaks, ramps and letterbox	237	407
Friends of Herefordshire Museums and Arts - originally booklet covers, since used by agreement towards exhibit conservation	0	75
	<u>237</u>	<u>482</u>

**7 Transfers Between Funds**

There were no transfers from Unrestricted Funds to Restricted Income Funds, or vice versa, in the year.

**8 Unrestricted Funds**

Net monetary assets of unrestricted funds are comprised as follows:

	30.11.2020	30.11.2019
Cash funds	46,547	24,141
Add Debtors (note 9)	42	569
Deduct Miscellaneous Creditors (note 10)	(72)	(331)
	<u>46,517</u>	<u>24,379</u>
Comprising:		
Designated Fund (note 11)	26,000	18,000
Provisional reserve for Covid-19 measures	3,000	
Reserve for curatorial consultancy	8,000	
General Reserves (note 12)	9,517	6,379
	<u>46,517</u>	<u>24,379</u>

**9 Statement of Assets & Liabilities: Debtors**

The amounts owed to the CIO at the year-end but as yet unpaid (and so not reflected in the Receipts & Payments account) are made up as follows:

	30.11.2020	30.11.2019
HM Revenue & Customs: Gift Aid (including gift aid small donations scheme), to be claimed at end of tax year	42	569
	<u>42</u>	<u>569</u>



**10 Statement of Assets & Liabilities: Miscellaneous Creditors**

The amounts owed by the CIO at the year-end, but as yet unpaid (and in most cases unbilled) so not reflected in the Receipts & Payments account, are made up as follows:

	30.11.2020	30.11.2019
Electricity supply	14	202
Water & sewerage supply	38	45
Miscellaneous other creditors	20	84
	72	331

**11 Designated Fund**

The charity trustees have built up in recent years a fund designated for use towards developing and carrying out the major building upgrade project to which they have aspired for several years. (This Designated Fund technically forms part of the Unrestricted Funds, as reflected in note 8.) The results for this year - notably influenced by the government's Retail, Hospitality & Leisure grant (note 3) - have enabled the charity trustees to make a significant addition to the Designated Fund as shown in the table below. This should stand the charity in good stead when reviving the proposed National Lottery Heritage Fund application that had to be paused through the Covid-19 pandemic.

	30.11.2020	30.11.2019
Designated Fund at start of year	18,000	17,000
Addition to Designated Fund	8,000	1,000
	26,000	18,000

**12 Reserves**

- (a) Because Leominster Museum has not opened during 2020, most of the equipment and materials needed for opening in a Covid-safe manner were yet to be purchased when this financial year ended. A provisional reserve has therefore been earmarked for that purpose as shown in note 8.
- (b) Additionally, as also indicated in note 8, the charity trustees have decided to reserve part of the surplus generated by the unexpected Retail, Hospitality & Leisure grant (note 3) to bolster the curatorial capabilities of the Museum team by engaging a part-time consultant for what is hoped to be about a year.
- (c) Aside from those specific purposes, the CIO aims, as a prudent measure, to hold general reserves of between one and two times normal annual expenditure. Taking account of recent trends and increasing costs, the charity trustees consider a prudent reserve on this basis in a typical year to be around £7,000-£9,000 in all. The general reserve at the end of the financial year, as shown in note 8, is a little above the upper end of this range, though still within the "one to two times normal expenditure" policy; this takes account, not least, of the continuing uncertainty over the impact of the Covid-19 pandemic on visitor numbers and staff availability through 2021.