



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




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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

Report to the trustees

Leominster Museum CIO

On accounts for the year  
ended

30<sup>th</sup> November 2022

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 30/11/2022.

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



LEOMINSTER MUSEUM CIO  
(Registered Charity No. 1162600)  
Financial Statements for Year to 30th November 2022  
**Receipts and Payments Accounts and  
Statement of Assets and Liabilities**



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			0		
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>	52,651	3,234	0
check balances	OK	OK	OK
<b>Other monetary assets</b>	Unrestricted Funds, to the nearest £	Restricted Income Funds, to the nearest £	Endowment Funds, to the nearest £
Debtors	458	0	
<b>Investment assets</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>Assets retained for the charity's own use</b>	Fund to which asset belongs		
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>	Fund to which liability relates	Amount due	When due
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	
	<u>4,250</u>	<u>0</u>

### (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
	<u>0</u>	<u>28,343</u>



### 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	
	<hr/> 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)
	<hr/> 53,455	<hr/> 60,989
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
	<hr/> 53,455	<hr/> 60,989

## 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
	<hr/> 458	<hr/> 348

## 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
	<hr/> 346	<hr/> 609



## 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>