



LEOMINSTER
MUSEUM



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

Trustees' Annual Report and Accounts for the year from 1st December 2022 to 30th November 2023





LEOMINSTER MUSEUM



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Trustees' Annual Report for the period from 1st December 2022 to 30th 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 8th April, and ending at the end of local schools' autumn half-term on Saturday 4th 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 30th 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
Total net monetary assets (after allowing for debtors & creditors)	£ 58,008	£ 60,989

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 9th June 2015. The charity is a charitable incorporated organisation and came into being on being entered in the register of charities on 9th July 2015. Amendments to the Constitution were made at the Annual General Meeting held on 13th June 2018, and took effect on registration by the Charity Commission on 18th 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 11th 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 th July 2023
9. Dr Ashley Kirk-Spriggs		From 11 th October 2023
10. Mr John O'Connell		From 20 th 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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Leominster Museum CIO

On accounts for the year
ended

30th 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 **30th 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:

6th 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 Assets 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 £
RECEIPTS				
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>	13,740	500	14,240	10,129
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>	734	0	734	2,099
Investment Interest	1,444	0	1,444	645
Other Receipts	237	0	237	155
Total of above Receipts	16,155	500	16,655	13,028
TOTAL RECEIPTS	16,155	500	16,655	13,028
PAYMENTS				
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>	9,804	3,741	13,545	15,131
Governance costs	575	0	575	1,949
Total of above Payments	11,030	3,741	14,771	18,393
TOTAL PAYMENTS	11,030	3,741	14,771	18,393
NET RECEIPTS / (PAYMENTS)	5,125	(3,241)	1,884	(5,365)
TRANSFERS BETWEEN FUNDS	(7)	7	0	0
CASH FUNDS AT LAST YEAR END	52,651	3,234	55,885	61,250
CASH FUNDS THIS YEAR END	57,769	0	57,769	55,885



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 £		
Cash funds				
Cash at banks and in hand	57,769	0		
Total cash funds	57,769	0		
check balances	OK	OK		OK
Other monetary assets	Unrestricted Funds, to the nearest £	Restricted Income Funds, to the nearest £		
Debtors	815	0		
Investment assets	Fund to which asset belongs	Cost (optional)	Current value (optional)	
Assets retained for the charity's own use	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			
Liabilities	Fund to which liability relates	Amount due	When due	
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.)

	Year to 30.11.2023	Year to 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

	Year to 30.11.2023	Year to 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	
	<u>7</u>	<u>0</u>



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
	<hr/> 58,036	<hr/> 53,109
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
	<hr/> 58,036	<hr/> 53,455

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
	<hr/> 815	<hr/> 458

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
	<hr/> 548	<hr/> 346



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
	<hr/> 40,000	<hr/> 40,000