



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	06	2021		31	05	2022

Section A Reference and administration details

Charity name Warrington Museum of Freemasonry

Other names charity is known by

Registered charity number (if any) 1165077
HMRC Ref: EW57308.
Accreditation No 2387

Charity's principal address Winmarleigh House, Winmarleigh Street, Warrington,

Postcode: WA1 1NB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Barry Jameson	Chair		
2	Bob Timmis	Secretary	01/06/21 - 24/12/21	
3	Jim Cartledge	Treasurer	01/06/21 - 09/03/22	
4	Mike Williams	Member Trustee		
5	John McIntyre	Member Trustee		
6	Vic Charlesworth	Curator		
7	Caroline Crook	Archivist, non-Mason		
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Mentor	Michelle Hill	Curator, Museums and Galleries Operations and Neighbourhoods, Tameside Museums & Galleries Portland Basin Museum 1, Portland Place Ashton-under-Lyne OL7 0QA

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by Board who would advertise the post

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Warrington Museum of Freemasonry ("the museum") was established under a Charitable Incorporated Constitution in June 2014, the board of trustees, having been formed in February 2014. The museum has:

- Obtained charitable status in January 2016.
- Registered as a Charity with HMRC to utilise Gift Aid benefit on donations – Registration confirmed September 2016, effective from July 2015
- Obtained Full Accreditation under the Arts Council England September 2018 No2387

It is also a member of the Masonic Museums and Libraries Group, the Association of Independent Museums, Museums Cheshire and works closely with Museums Development North West. It also has close links with the Warrington Museum and Art Gallery and another independent museum in Warrington.

The museum operates from Winmarleigh Street, Warrington which is the meeting place for the Warrington Masonic Group. Its activities are supported by the Group, which has a membership of around 300 Freemasons. The Hall is run by the Warrington Masonic Hall Company Limited, which has its own board of directors. The individual Lodges meeting at Warrington are the Halls shareholders.

The Group and the Hall Company Limited have supported the development of the museum and both have representatives on the board of trustees.

John McIntyre is the Warrington Masonic Group Secretary and Mike Williams is a director and Chair of the Hall Company Limited.

The trustees have also entered into a formal Mentoring agreement with a museum professional who is now the Curator, Museums & Art Galleries, Tameside.

Section C

Objectives and activities

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

The trustees updated their Forward Plan for the period 2021 - 24, in May 2021 and this was reviewed by the board in August 2021. The museum was closed since March 2020, as the masonic hall had also been substantially closed since that date. The key priorities were stripped back to reflect the task and the trustee's intent to get the museum back to business by the end of September 2021 as part of a "Project Restart". This was achieved and the sound organisation and structure were maintained, providing a platform for its future development. This is consistent with the museum's original objectives, contained in its governing document:

- to underpin the museum's future by the development of succession plans as part of the Accreditation process
- to review its policies and plans, updating these to reflect the current practice and any related changes
- to continue to promote the museum as an integral part of the Warrington Cultural scene with a special focus on the Warrington Masonic Group and its place in the local community
- To continue to collect and preserve records, ephemera, and artefacts from Masonic and associated fraternal societies
- To support the funding requirements of the museum, by progressively growing and broadening the Friends of the Museum base, utilising Gift Aid relief to enhance their annual donations

These objectives were subsequently in part, subordinated to a project to expand the museum's footprint in Warrington Masonic Hall.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The museum is in Warrington's Cultural Quarter where two other museums are located, including a similar independent, volunteer run museum. It has close links with these and additionally participates in events organised by Museums Development North West.

The museum is open to the public and hosts visits from organised groups such as historical societies, U3A and other non-Masonic organisations.

Each September the museum is part of a planned Heritage event, which generally involves 11 town centre venues. Due to the physical changes taking place, it will unfortunately not be able to participate this year (2022)

This report is based on the template from the Commissions website. The trustees have all signed the Eligibility form using the Charity Commissions template and are directed to its website in their trustee agreement and receive copies of the commission's quarterly review.

The period ahead represents one of exciting challenge for the trustees. The Warrington Masonic Hall Company Limited as part of a general refurbishment of the hall has agreed to extend the space occupied by the museum. As a consequence, the trustees having restored the museum back to its operational status, have had to dismantle the collection to facilitate the work and are now working towards a re-opening in September. The extension will give the museum an increase in space of around 42%.

The museum will be reopened and brought up to its normal operating standard. There also needs to be managed change in some of the key positions on the trustee board. The pandemic arrested any meaningful progress on this important item however the project is launched with an encouraging early response for volunteers and trustees.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

The museum is run by the trustees; none of whom is paid for their services.

The trustees have a broad range of financial, educational, management, trusteeship, and practical capability.

They **are** also supported by a small group of volunteers covering web development, electrical work, decorating, photographing exhibits, labelling, and identifying, cleaning, woodworking, photographic cataloguing, and general maintenance.

A website has been developed for the museum and this will also require attention as the museum gets back to business.

The museum is now engaged in occupying its extended area in the Warrington Masonic Hall, an objective which at one time looked beyond expectation. The recent work in the Hall however has facilitated this much needed extension to the museum's footprint. The re-opening will be in September 2022 with a more formal acknowledgement of that later in the year.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

The museum and the trustees continue to benefit from its accreditation by ACE. A process of learning by doing" has improved the trustees' knowledge and ability in most areas of the museum. The result is a stronger capability around the trustee board and a sharper perspective on the next stages of the museum's development.

Achievements and performance for the past year remain as a somewhat academic nature. The Covid-19 constraints kept the museum closed until September 2021 and in February this year, the trustees were engaged in again clearing the exhibits, to accommodate the physical change to the museum's footprint.

Despite this, the museum held a successful celebratory afternoon tea to mark the platinum anniversary of Her Majesty's reign. They additionally ran their successful plant sales which is one of two key fundraising events, held by the museum. These and the retention of the Friends Group during the pandemic and a shift in the trustee's bank account, will enable to trustees to make an appropriate donation to the Warrington Masonic Hall Company Limited for the development work benefiting the museum.

The museum continues to provide a secure home for items held previously in the Leyland Masonic Hall, which had been sold for development. It also has a refreshed opportunity to provide a secure home for items from within the Province of West Lancashire, many of which would be at risk of being permanently lost. .

The trustees remain proud of their achievements and are energised by the prospect of further developing the museum in its new and extended surroundings.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees operate with a cash reserve since it does not hold any others, and this is reflected in its closing bank balance. It operates on an income and expenditure basis and does not have any accruals or prepayments.

This cash balance has been built up with the specific intent of application for the museum's further development. The intention to increase the footprint of the museum has been secured given the Masonic Hall's work, which includes the area occupied by the museum. The trustee's contribution to this development is likely to be in the region of £6,000 so consuming a large proportion of the current cash reserve. Fundraising will remain therefore a key component of the next iteration of the Forward Plan.

Details of any funds materially in deficit

none

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Total Income in the year was £5,536.45. The main elements were £1,908.05 from the museum's successful plant sales initiative. £1,390.550 was raised by the Jubilee Tea, and £540.00 from the Friends group. £643.57 grant via AIM from the University of Manchester with £601.00 of other donations and £185.00 donations from Warrington Lodges, plus £268.28 of regalia sales made up the balance of income. This latter item is done as an adjunct to the museum's activities, it is second hand regalia donated to the museum with the specific intent of it being re sold to generate funds. It is not the sale of acquisitioned items.

Expenditure in the year was £3,993.73, the main elements being £1,006.50 for the Jubilee Tea, and £1,309.90 the cost of plants for the sale. £936.83 was incurred as part of the development project. Subscriptions were £244.99, insurance £163.92, £115.62 of special stationery, £123.43 housekeeping and equipment, £12.80 bank charges and £79.74 of incidentals.

The result was a surplus of £1542.72.

The closing cash and bank balance was £8124.41 which provides the funds to contribute to the development giving the museum its increase in occupancy at WMH.

Section F Other optional information

The Museum is fortunate in the support it receives from the Warrington Masonic Group and the Warrington Masonic Hall Company Limited. Both have entered long term commitments for occupancy of the space the Museum has in the Hall.

Section G Declaration

**The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees**

Signature(s)	Barry Jameson	
Full name(s)	Barry Jameson	
Position (eg Secretary, Chair, etc)	Chair of Trustees	
Date	04/09/2022	

Notes

	Description	Debit	Credit	Balance	Friends	Plant Sale	Afternoon Tea	Donation s Group	Donations - Other	Grants	Regalia Sale	Ancestry	AIM Subs	Insurance	Jubilee Tea	Stationer y	Misc Expenses	tea & Coffee etc	Bank Charges	Bedding Plants	Artefacts & Books	Buiding Project		
01/06/2021	Opening A/c Balance			£6,558.19																				
06/01/2021	Bank Balance			£6,558.19																				
06/01/2021	Coster		£10.00	£6,568.19	£10.00																		Friends	
06/01/2021	Greggs		£10.00	£6,578.19	£10.00																		Friends	
06/01/2021	Bristow		£10.00	£6,588.19	£10.00																		Friends	
06/01/2021	Illingworth		£10.00	£6,598.19	£10.00																		Friends	
06/09/2021	Julie Clarke	£34.10		£6,564.09													£34.10						Museum Expenses	
08/03/2021	Flanagan		£10.00	£6,574.09	£10.00																		Friends	
08/25/2021	Charlesworth	£60.00		£6,514.09												£30.00	£30.00						Museum Expenses	
09/02/2021	Savage {Regalia}		£100.00	£6,614.09						£100.00													Regalia sale	
09/19/2021	WHHC 25743	£39.74		£6,574.35														£39.74					Afternoon Tea	
10/07/2021	WMHC 25757	£163.92		£6,410.43										£163.92									Museum Insurance	
10/10/2021	WMHC 25758	£220.83		£6,189.60																		£220.83	Structural Report	
10/13/2021	The Auction		£98.28	£6,287.88						£98.28													Auction Income	
10/18/2021	Timmis		£200.00	£6,487.88						£200.00													Visualiser Donation	
10/29/2021	JPS Surveyors	£540.00		£5,947.88																		£540.00	Surveyors	
12/02/2021	Donation		£200.00	£6,147.88				£185.00	£15.00														L1250 Donation	
12/14/2021	AIM Grant		£643.57	£6,791.45						£643.57													Grant	
12/16/2021	Donation		£276.00	£7,067.45					£276.00														Donation	
12/16/2021	Unpaid Chq	£200.00		£6,867.45							£200.00												Chq bounced	
12/28/2021	HSBC	£6.20		£6,861.25															£6.20				Bank Charges	
01/15/2022	To Nat West	£5,000.00		£1,861.25																			Transfer to NatWest	
01/28/2022	HSBC	£6.60		£1,854.65															£6.60				Bank Charges	
01/04/2022	To Nat West	£1,800.00		£54.65																			Transfer to Natwest	
Post February 7th transactions																								
	Donation		£80.00	£134.65					£80.00															L8861 Donation
	D Atkinson		£10.00	£144.65	£10.00																		Friend	
	P Mitchell		£10.00	£154.65	£10.00																		Friend	
	Donation		£5.00	£159.65					£5.00															Miscellaneous
03/03/2022	To NatWest	£59.60		£100.05																			Transfer to Natwest	
03/03/2022	To Nat West	£100.00		£0.05																			Transfer to Natwest	
03/04/2022	To Nat West	£0.05		£0.00																			Transfer to Natwest	
NatWest Account No 66369169																								
01/17/2022	HSBC		£5,000.00	£5,000.00																			Transfer from HSBC	
02/04/2022	HSBC		£1,800.00	£6,800.00																			Transfer from HSBC	
02/07/2022	Charlesworth	£273.58		£6,526.42												£38.25	£59.33					£176.00	Museum Expense	
02/11/2022	AIM Membership	£65.00		£6,461.42									£65.00										Membership Fee	
02/11/2022	Crook	£267.36		£6,194.06								£179.99				£47.37					£40.00		Other Expenses	
03/03/2022	From HSBC		£59.60	£6,253.66																			Transfer from HSBC	
03/03/2022	From HSBC		£100.00	£6,353.66																			Transfer from HSBC	
03/04/2022	HSBC		£0.05	£6,353.71																			Transfer from HSBC	
03/17/2022	Charlesworth		£20.00	£6,373.71	£20.00																		Friend	
03/23/2022	Wier		£10.00	£6,383.71	£10.00																		Friend	
03/29/2022	Goddard		£10.00	£6,393.71	£10.00																		Friend	
04/01/2022	Starkey		£10.00	£6,403.71	£10.00																		Friend	
04/01/2022	Bowden		£10.00	£6,413.71	£10.00																		Friend	
04/01/2022	Eyres		£20.00	£6,433.71	£20.00																		Friend	
04/01/2022	Lomax		£10.00	£6,443.71	£10.00																		Friend	
04/01/2022	Arstall		£10.00	£6,453.71	£10.00																		Friend	
04/01/2022	O'Neil		£10.00	£6,463.71	£10.00																		Friend	
04/01/2022	Jameson		£20.00	£6,483.71	£20.00																		Friend	
04/01/2022	McIntyre		£30.00	£6,513.71	£30.00																		Friend	
04/01/2022	Young		£10.00	£6,523.71	£10.00																		Friend	

Notes

SUMMARY		
06/01/2021	Bank Statement	£6,558.19
	Accruals & Prepayments	£0.00
06/01/2021	Opening Account Balance	£6,558.19
	TOTAL INCOME	£5,536.45
	TOTAL EXPENDITURE	<u>-£3,993.73</u>
06/01/2022	Closing Balance	<u>£8,100.91</u>
06/01/2022	Petty Cash	£22.50
	TOTAL FUNDS	£8,124.41



Warrington Museum of F

Winmarleigh Street, Warrington,

Income and Expenditure Account for the year e

Year 2020/2021	INCOME	Year 2021/2022	Year 2020/2021
£850.00	Friends of the Museum	£540.00	£95.88
	Warrington Group	£185.00	£179.99
£170.00	Miscellaneous Donations	£601.00	£62.00
	AIM Grants	£643.57	
£500.00	University of Manchester		
£58.00	Regalia Sales	£268.28	
	Hot Pot / Jubilee Tea	£1,390.55	
£2,470.20	Bedding Plant Sales	£1,908.05	£1,646.35
£132.52	HMRC refund		£7.98
£4,180.72	Total Income for Year	£5,536.45	£1,992.20

Treasurer

Jim Cartledge

£2,188.52

Auditor

Barry Jameson [B Jameson](#)

reemasonry

WA1 1NB

ending 31st May 2022



EXPENDITURE	Year 2021/2022
Dropbox Subscription	
Ancestry Subscription	£179.99
AIM Membership	£65.00
Insurance Premium	£163.92
Stationery	£115.62
Equipment & Expenses	£123.43
Hot Pot / Jubilee Tea	£1,006.50
Bedding Plant Purchases	£1,309.90
Building Project	£936.83
Miscellaneous Expenses	£92.54
Total Expense for Year	£3,993.73

SURPLUS / DEFICIT £1,542.72

Jeff Brookes