



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/07/2022**

Period start date To **30/06/2023**

Period end date

Charity name: **Combe Martin Museum**

Charity registration number: **1167141**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the education of the public by the establishment and maintenance of a museum for items of historical and archaeological interest, archives, photographs, flora and fauna, arts and crafts especially those relating to Combe Martin and the surrounding area.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The museum is manned by volunteers and at present opening hours are Monday 10.30 to 1.30pm, Tuesday to Friday 11 to 2pm..with Saturday opening during the Summer when volunteers are available. These hours have been reduced compared to pre pandemic hours but the museum is working hard to increase these opening hours as new volunteers become available. The administrator works both in the museum and online with contact being maintained via newsletters etc. and regular Committee meetings.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees report that public access to the museum has been re-instated throughout the year.</b>

	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>Our Collections Team is made up of 4 volunteers, two of whom have looked after the collection throughout the pandemic to make sure that everything was cared for as needed. Volunteers have manned the Museum now that restrictions have been lifted.</b>

--	--	--

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Post Covid, the main achievements during the year are that the museum has managed to continue running and to open regularly with the help of dedicated volunteers.</b></p> <p><b>Recruitment of volunteers continues on with new volunteer numbers gradually increasing.</b></p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>During the year the charity made a loss which has reduced reserves but available grants are constantly being applied for.</b></p> <p><b>The Trustees are very aware of the reduction in financial reserves and are urgently looking at ways in which costs and overheads can be streamlined. Grants which can be used towards help with running costs are continually being sought.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The charity aims to retain sufficient reserves to enable it to meet its fixed commitments (e.g. rent, utilities and wages) for a future period of nine months.</b>
Amount of reserves held	Para 1.22	<b>£6727.68.</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

--	--	--

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Source of income during the year consisted of</b> <b>Exmoor grant</b> <b>Local grants</b> <b>Admissions</b> <b>Individual donations</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<b>Constitution</b>
How is the charity constituted?	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Advertising and interview by the Board</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	<b>Adviser – Museum Development Officer Jo Cairns Bristol Museum and Art Gallery Queens Road Bristol BS8 1RL</b>
Other		

## Reference and Administrative details

Charity name	Combe Martin Museum
Other name the charity uses	
Registered charity number	1167141
Charity's principal address	Cross Street, Combe Martin. EX34 0DH

## 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	Angela Wyeth		Resigned 2/3/2023	
2	Roger Hardiman	Secretary		
3	Fran Beaumont	Treasurer		
4	Shirley Willoughby	Chairperson		
5	Christopher Galloway		Resigned 9/5/2023	
6	Ingrid Hardiman			
7	Margaret Lawson		From 23/1/2023	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



**Corporate trustees – names of the directors at the date the report was approved**

[illegible]

## Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

--

#### Other optional information

--

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Shirley A Willoughby	R. & Hardiman
Full name(s)	SHIRLEY WILLOUGHBY	ROGER DAVID HARDIMAN
Position (eg Secretary, Chair, etc)	Chair of Trustees	Secretaries to Trustees
Date	5th February 2024	5.2.2024

## Trading

INCOME

Shop sales	1530.78
Book sales	627.56
	<hr/>
	2158.34

-1,290.95

867.39

School Visits	0.00
Beach Activities	0.00
Seashore Safari	0.00
Child Arts & crafts	15.00
Sail Loft Events/Hire	20.00
Coffee/Tea events	139.00
Farmers' Market	0.00
Shirley Willoughby Sales	50.00
Chris Metherell Book	0.00

224.00

Meat	0.00
Tombola	0.00
Coffee Morning	122.00
100 Club	482.00

604.00

Admissions	1575.49
Friends	5.00
Donations	1331.03
Revenue Grants	13667.00
Commission	0.00
Till +/-	10.98
Gift Aid	0.00
Community Shop	800.00
CMPC Contribution to Electricity	0.00
Small Grants	0.00
Copier internet	0.00
Collecting Boxes	0.00
Deposit Acc Interest	1.92

A	19086.81
---	----------

## Trading

5781.09

Stationery	126.28
Inks	231.12
Equipment Purchases	452.15
Equipment Repairs & Maint.	941.09
Cleaning and Caretaking	886.98
Communication	515.10
Travel Costs	70.90
Refreshments	61.77
Museum Collection Management	156.30
Salary	8316.00
Work done on Projects	0.00



Subscriptions	291.60	
Website Maintenance	190.65	
Advertising	250.00	
Sum Up Charges	0.00	
Sundries	0.00	
		12489.94

Direct fund raising costs

Child Arts & crafts	23.33	
Sea Shore Safari	0.00	
Prizes	480.00	
Meat Raffle	0.00	
Coffee Morning	41.92	
		545.25

Protected Expenditure

Painting		
Childrens Crafts		
Project 1	196.00	
		196.00

tal Expenditure	B	<u>19012.28</u>	
-----------------	---	-----------------	--

Profit(Loss) for the Peri	(A -B)	<u>74.53</u>	
---------------------------	--------	--------------	--

artin Museum  
ded 30th. June 2023

	Current Year 30.6.2023	
ected	Trading	Protected
	1314.60	
	759.51	
	<hr/>	
	2074.11	
	-605.64	
	<hr/>	
	1,468.47	
	75.00	
	0.00	
	0.00	
	0.00	
	0.00	
	873.20	
	16.60	
	0.00	
	8.00	
	<hr/>	
	972.80	
	0.00	
	0.00	
	527.55	
	32.00	
	<hr/>	
	559.55	
	1497.65	
	175.00	
	1253.52	
	3000.00	
	0.00	
	8.83	
	830.71	
	6600.00	
	300.00	
	1661.00	
	31.46	
	0.00	
	37.16	

15395.33

0.00

18396.15

0.00

artin Museum  
led 30th. June 2023

Current Year 30.6.2023

ected

Trading

Protected

3163.80  
170.80  
3375.00  
78.28  
635.31

7423.19

156.94  
245.33  
563.25  
2544.37  
1081.70  
795.10  
1.50  
18.07  
150.48  
12133.00  
630.00

