



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/07/2023**  
Period end date

Period start date To **30/06/2024**

**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. These hours have been in place since the Covid Pandemic and plans are in hand to try to increase these through the summer as we recruit more volunteers. The museum has been run solely by volunteers since April 2024. School visits, Seashore Safaris, Child Art &amp; Crafts, Workshops, &amp; Coffee Mornings have all now been re-instated.</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 the public access to the museum has continued throughout the year apart from a period from November to mid February when it was felt that the footfall did not warrant opening up.</b>

## Achievements and Performance

Contribution made by volunteers	Para 1.38	<b>Our Collections Team is made up of 4 volunteers. The museum is now solely run and manned by volunteers.</b>
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	<b>The museum is now run and manned by volunteers. The regular activities that took place pre-Covid have now been fully re-instated and there is a committee who regularly meet to arrange new activities to socially benefit the surrounding communities along with helping to raise much needed funds in order to meet the expenses involved with keeping the museum open. Recruitment of volunteers continues on with new volunteer numbers gradually increasing.</b>

	SORP reference	
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**Additional information (optional)**

You may choose to include further statements where relevant about:

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>During the year the charity made a loss which has reduced reserves but available grants are constantly being applied for and in particular grants which can be used towards help with running costs.</b>
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 (eg. Rent, utilities etc) for a future period of nine months.</b>
Amount of reserves held	Para 1.22	<b>£2367.31</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 consists of Exmoor Grant Local Grants Admissions 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 (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporation 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	<b>Disability Policy</b> <b>Health &amp; safety Policy</b> <b>Lone Worker Policy</b> <b>Sub-Contract Policy</b> <b>Complaints Policy</b> <b>Conflict of Interest Policy</b> <b>COSH Policy</b> <b>Expenses Policy</b> <b>Financial Controls Policy</b> <b>Fire Risk Policy</b> <b>First Aid at Work Policy</b> <b>Flood Risk Policy</b> <b>Internal Risk Policy</b> <b>Ladder Safety Policy</b> <b>PPE Policy</b> <b>Safeguarding Policy</b> <b>Care &amp; Conservation Policy</b> <b>Health &amp; safety Policy</b> <b>Documentation</b> <b>Safeguarding Policy</b>
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</b> <b>Jo Cairns,</b> <b>Bristol Museum &amp; Art Gallery,</b> <b>Queens Road,</b> <b>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	Shirley Willoughby	Chairperson		
2	Roger Hardiman	Secretary	?? Date of death	
3	Fran Beaumont	Treasurer		
4	Ingrid Hardiman			
5	Margaret Lawson			
6	Jenny Easton		?? Date of appointment	
7				
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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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Shirley Willoughby

Shirley Willoughby	
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Position (eg Secretary,  
Chair, etc)

Chairperson

Chairperson	
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Date

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## Trading

Revenue Account			
Balance as at 01.July 2023		14750.71	
Profit for the period		<u>-8156.44</u>	
Accumulated Profit		<u><u>6594.27</u></u>	
Represented By:			
Cash at Bank	Current Account	4750.21	
	Deposit account	10038.05	
	Till Float	<u>50.00</u>	14838.26
Stock			300.00
Debtors		<u>150.21</u>	
Current assets			15288.47
Less: Creditors		-3849.47	
Provisions		<u>-4844.73</u>	
Net Current Assets		<u><u>6594.27</u></u>	

# Balance Sheet as at 30th. June 2024

previous year as at 30.6.2023

Protected	Combined	Tracked
133.41	14884.12	
<u>0.00</u>	<u>-8156.44</u>	
<u>133.41</u>	<u>6727.68</u>	
0	4750.21	6691.92
133.41	10171.46	1117.76
<u>0</u> 133.41	14971.67	<u>50.00</u>
	300.00	
<u></u>	<u>150.21</u>	
133.41	15421.88	
	-3849.47	
	-4844.73	
<u>133.41</u>	<u>6727.68</u>	
	Op.Bal	
	Crafts 55.51	
	Sea School 77.90	
	<u>133.41</u>	

ding	Current year as at 30.6.2024		Combined	
	Protected			
6594.27		133.41		6727.68
<u>-4346.47</u>		<u>-13.90</u>		<u>-4360.37</u>
<u>2247.80</u>		<u>119.51</u>		<u>2367.31</u>
			6691.92	
			1237.27	
7859.68	119.51	119.51	<u>50.00</u>	7979.19
300.00				300.00
<u>313.00</u>				<u>313.00</u>
8472.68		119.51		8592.19
-1380.15				-1380.15
-4844.73				-4844.73
<u>2247.80</u>		<u>119.51</u>		<u>2367.31</u>
Paid	Recd	Cl. Bal		
13.90		41.61		
		77.90		
<u>13.90</u>	<u>0.00</u>	<u>119.51</u>		