



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/07/2024**  
Period end date

Period start date To **30/06/2025**

**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 weekend opening during the Summer when volunteers are available. The museum is working hard to increase these opening hours as new volunteers become available. Volunteers are kept up to date with the active running of the museum and forthcoming activities via newsletters etc.and regular Committee meetings.for both Volunteers and Trustees under the guidance of the Chair of Trustees., School visits, Seashore Safaris, Workshops, Invited speakers &amp; Coffee Mornings regularly take place.</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 is constantly reviewed and opening hours are increased whenever possible. This is only limited by the availability of available volunteers.</b>

	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>Our Collections Team is made up of 4 volunteers who look after the collection throughout the year to make sure that everything is cared for as needed. Volunteers man the Museum on a rota basis and will arrange for cover when</b>

		the nominated volunteer is unavailable..

## 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>The Museum is now run and manned by volunteers and it is thanks to their hard work and dedication that the Museum has had such support from the local community who very generously contribute to fundraising events and support activities arranged by the Museum.</b></p> <p><b>The coffee mornings are well attended and serve as an opportunity to keep the local community informed about coming events being held. It also serves as a social gathering for locals and visitors alike, Visitors to the area enjoy finding out and chatting about the village with villagers, some of whom have lived here all their lives and can pass on the history.</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 profit which has enabled reserves to start being built up again.</b></p> <p><b>Grants are constantly being applied for whenever they are relevant to the museums needs.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>The charity aims to retain sufficient reserves to enable it to meet its fixed commitments (eg. Rent, utilities and wages) for a future period of nine months.</b></p>
Amount of reserves held	Para 1.22	<b>£6376.09</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	<p><b>Source of income during the year consists of</b></p> <p><b>Exmoor Grant</b></p> <p><b>Local Grants</b></p> <p><b>Admissions</b></p> <p><b>Donations</b></p>
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		<b>General Fundraising</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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	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	<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>
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 The Museum of Barnstaple and North Devon, The Square, Barnstaple. Devon</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		Died 26/11/2024	
3	Fran Beaumont	Treasurer		
4	Ingrid Hardiman			
5	Margaret Lawson	Secretary	13/3/2025	
6	Jenny Easton			
7	Nigel Bird		7/2/2025	
8	Benjamin Shapcot		9/6/2025	
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## 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)

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Position (eg Secretary,  
Chair, etc)

Chair

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Date

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Balance Sheet as at 30th. June 2025											
Previous year as at 30.6.2024						Current year as at 30.6.2025					
		Trading		Protected		Combined		Trading		Protected	
Revenue Account											
Balance as at 01.July 2024		6594.27		133.41		6727.68		2247.80		119.51	
Profit for the period		<u>-4346.47</u>		<u>-13.90</u>		<u>-4360.37</u>		<u>4110.16</u>		<u>0.00</u>	
Accumulated Profit		<u>2247.80</u>		<u>119.51</u>		<u>2367.31</u>		<u>6357.96</u>		<u>119.51</u>	
Represented By:											
Cash at Bank		Current Account		6691.92		6691.92		3715.68			
		Deposit account		1117.76		1237.27		8179.47		119.51	
		Till Float		<u>50.00</u>		7859.68		<u>50.00</u>		11945.15	
				119.51		<u>50.00</u>		7979.19		<u>50.00</u>	
Stock		300.00				300.00		300.00			
Debtors		<u>313.00</u>				<u>313.00</u>		<u>0.00</u>			
Current assets		8472.68		119.51		8592.19		12245.15		119.51	
Less: Creditors		-1380.15				-1380.15		-1042.46			
Provisions		-4844.73				-4844.73		-4844.73			
Net Current Assets		<u>2247.80</u>		<u>119.51</u>		<u>2367.31</u>		<u>6357.96</u>		<u>119.51</u>	
						Op.Bal	Paid	Recd	Cl. Bal		
Crafts						##			0.00	41.61	
Sea School						##	0.00		0.00	77.90	
						##	0.00		0.00	119.51	



Combined

2367.31

4110.16

6477.47

3715.68

8298.98

50.00

12064.66

300.00

0.00

12364.66

-1042.46

-4844.73

6477.47