

Minehead Museum

Report of the Trustees for the year ended 30th November 2021

Introduction

This is the fifth annual report of Minehead Museum as a registered charity (Charitable Incorporated Organisation or CIO). The museum first opened to the public in March 2014.

2020/21 was another challenging year with the museum closed for part of the season in accordance with government guidance. Extensive alterations were made to the front section of the museum to ensure a safe environment for visitors and stewards and to accommodate the new exhibition on Minehead Pier and the installation of a full size Minehead Hobby Horse. The museum re-opened on 20th July with very positive response both in visitor numbers and the response to the new displays. It was also encouraging to see a number of new volunteers amongst the stewards. The year also saw a review of our existing premises and the decision to launch a major fund raising appeal to secure the long term future of the museum.

Reference and Administrative Information

Charity Name: Minehead Museum

Charity registration number: 1169355

Operational address: Minehead Museum, Beach Hotel Complex, The Avenue, Minehead, Somerset TA24 5AP

Registered office: 12 Dene Gardens, Minehead, Somerset TA24 6BU

Honorary Life President

Mr Joseph Passmore J.P.

Trustees

Mr Julian Luke (Chair)

Mrs Janet Styles (Vice-Chair)

Miss Caroline Giddens

Mr Alan Smithers (resigned 19.7.21)

Mrs Heather Yendole

Mrs Susan Lloyd (appointed 19.7.21)

Bankers - Nat West Bank PLC, The Parade, Minehead, Somerset TA24 5NL

Independent Examiner: Mrs J. Armin, Mews End Cottage, Qauy Lane, Minehead TA24 5QU

Management

The trustees were appointed from the management committee of Minehead Museum which was registered as limited by guarantee company in 2013. The original not-for-profit company was created to provide a legal entity to enable the newly formed museum group to open and operate the museum. The original company was wound up with all the assets of the original company transferred to the CIO to ensure continuity of protection of the artefacts in the museum's care. Charity registered 2016.

The trustees are appointed for three years and are eligible for reappointment. At the Annual General Meeting, Mr J. Luke was re-elected Chair and Mrs J. Styles as Vice Chair. In July Mr A. Smithers resigned as a trustee and Mrs S. Lloyd, a previous trustee, was re-appointed to the trustees.

The trustees are responsible for the recruitment of any new trustees, having regard to the skills, knowledge and experience required for the effective management of the CIO. The trustees remain actively involved in the running of the museum with day-to-day management delegated to a management committee which also contains trustees.

The treasurer is a member of the management committee and submits regular accounts to the management committee and trustees.

All the members of the trustees, management committee and museum stewards are unpaid volunteers. It is a tribute to the community support that the museum has continued to plan for the future and develop new displays and publications.

Our Aims and objectives

- 1) to establish, maintain and enhance a museum to promote the history of Minehead, Alcombe and surrounding area for the benefit of the public;
- 2) to increase public awareness, appreciation and understanding of Minehead's historic, cultural and natural heritage through the acquisition, preservation, interpretation and display of a unique collection of items that are particularly relevant to the area.
- (3) to extend, conserve and maintain the items in the museum's collection;
- (4) to encourage and promote research and educational use of museum's collection for the benefit of all sectors of the public.

Review of 2020/21

The museum reopened in July 2021 with a range of new displays, including the feature on Minehead Pier which included an original pier gate and a professionally made scale model of the pier for which grant funding was obtained. A new display gantry was installed allowing the display of a full-size Hobby Horse and some large shop signs. Large pictures donated by Morrisons were also on show for the first time. Visitor numbers were encouraging and the response to the display very positive.

The closed period allowed for a more detailed assessment of our existing premises and the need for adequate screening and signage to ensure a safe visit for visitors and stewards. The re-opening was delayed beyond the government suggested date in May as the trustees considered that the premises lacked the necessary circulation space or ventilation in the inner room.

The digitisation of the photographic archive continues and an important addition to the collection has been the a collection of photographs and negatives from the Minehead professional photographer Blackmore.

The new website was launched this year along with a new Facebook page. Articles on the museum continue to appear regularly in the press and online.

The Friends of the Museum membership has declined this year with no talks, trips or quizzes due to Covid restrictions.

The publications programme continued with two new titles published in 2021 with further titles in preparation for publication in 2022.

The museum continues to prove its worth both for maintaining local heritage and culture and the trustees remain committed to the further growth of the museum.

Finance

The trustees remain committed to free entry to the museum to make the displays accessible to all. The visitors; donations for the part season were encouraging and there is every indication that visitor numbers and donations will return to pre-Covid levels in the coming year.

It has always been the stated aim of the trustees to secure a long-term home for the museum collection. In September the trustees reviewed the existing and future demands on our existing premises. The building is already at capacity for both displays and storage and without long term security of tenure the museum will not be able to attain National Accreditation. Existing reserves are not sufficient to purchase new premises and with this in view the decision to launch a Premise Appeal was made. The response in the few weeks that fell in this financial year, was very encouraging, with donations to the appeal exceeding £20,000. The intention is to raise sufficient funds to achieve matched funding from grant making bodies to secure new long term premises. The trustees recognise that although there are suitable premise on the market at present the timescale for purchase may mean that the museum will have to look elsewhere. The appeal funds will be ring-fenced for the securing of new premises only and will not be used for the running costs of the museum for which existing provision is made. The trustees remain committed to ensuring the financial stability of the museum and with this in view have appointed Jean Armin as external examiner of the accounts..

The trustees are aware that growth has been rapid since the museum opened in 2014. The museum has emerged from over a years closure to the public to have a very successful season and we look forward to further developing the museum as a major asset to the town, in helping with economic regeneration as an attrition for heritage tourism and community involvement, through volunteering and educational visits.

Julian Luke, Chair of Trustees 24.1.2022

4th January 2022

Ref. Minehead Museum
c/o Tim Hedgecock, Treasurer

Dear Tim

The books presented to me are from December 2020 to November 2021.

The annual income of Minehead Museum this year is over £25,000 and your Trustees require an Independent Examination of your accounts. Your

organisation is entitled to exemption under section 144 of the Charities Act 2011 to have its financial statements for year ended 31 March 2021 audited.

My Independent Examination included a review of the accounting records kept by the Museum and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts which may have required explanations from the Managing Trustees concerning any such matters.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention which give me reasonable cause to believe that the requirements to keep accounting records and to prepare accounts have not been met.

The contents of this letter and summary should be made available to your Trustees' meeting.

Please note that an Independent Examination is no substitute for ongoing effective procedures to minimise / prevent losses due to error or corruption.

Yours sincerely,
Mrs Jean Armin MICB

**Mrs Jean Armin MEWS END COTTAGE QUAY LANE
SOMERSET TA24 5QU**

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Practice Licence Number 10366



Receipts and payments accounts

For the period from	Period start date 01/12/2020	To	Period end date 30/11/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	500	10,100	-	10,600	11,897
Friends Subscriptions & Donations	1,735	20,267	-	22,002	3,109
Door	1,243	-	-	1,243	36
Book Sales & Commission	575	-	-	575	76
Talks	-	-	-	-	20
Quizzes & Raffles	-	-	-	-	308
Gift Aid	280	158	-	438	1,402
Sub total (Gross income for AR)	4,333	30,525	-	34,858	16,848
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	4,333	30,525	-	34,858	16,848
A3 Payments					
Artefacts & Displays	-	3,120	-	3,120	3,268
Archiving/ Conservation	20	767	-	787	328
Displays Cabinets etc	-	-	-	-	606
Other Display Materials	520	139	-	659	663
Subscriptions	103	-	-	103	62
Insurance	461	-	-	461	494
Repairs	35	-	-	35	20
Publicity	-	-	-	-	429
Computer Costs	423	961	-	1,384	1,428
Stationery, Postage & Photocopying	218	1,365	-	1,583	558
Advertising	-	-	-	-	40
Volunteer Expenses	-	171	-	171	251
Volunteer Training	-	-	-	-	224
PPE etc	192	-	-	192	76
Refreshments	-	-	-	-	83
Room Hire & Cleaning	-	-	-	-	38
Sub total	1,972	6,523	-	8,495	8,568
A4 Asset and investment purchases, (see table)					
Sub total	-	-	-	-	-
Total payments	1,972	6,523	-	8,495	8,568
Net of receipts/(payments)	2,361	24,002	-	26,363	8,280
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	13,947	14,064	-	28,011	19,731
Cash funds this year end	16,308	38,066	-	54,374	28,011

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Balance	16,308	38,066	-
	Cash in hand		-	-
		-	-	-
	Total cash funds	16,308	38,066	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

4th January 2022

Mrs Jean Armin
MEWS END COTTAGE
QUAY LANE
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