

## **Minehead Museum**

### **Report of the Trustees for the year ended 30th November 2022**

#### **Introduction**

This is the sixth annual report of Minehead Museum as a registered charity (Charitable Incorporated Organisation or CIO).

The 2022 season was the first season since 2019 that the museum was able to operate at full capacity and we also welcomed a number of new volunteers. Although visitor numbers were lower than anticipated the museum was able to celebrate its 55,000th visitor since opening and will pass the 60,000 mark early in the coming year. The museum continues to prove its value to the community with educational visits, publications and promotional activities all carried out by volunteers.

The Premises Appeal, to secure a long term home for the collection, continues to gather momentum and a series of public consultations are planned to follow up on initial research carried out this year. These will help with the final planning for the new premises.

#### **Reference & 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

#### **Trustees**

Mr Julian Luke (Chair)

Mrs Janet Styles (Vice-Chair)

Miss Caroline Giddens

Mrs Heather Yendole

Mr Timothy Hedgecock (Appointed 27.6.2022)

Mrs Susan Lloyd (Retired 27.6.2022)

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

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

#### **Management**

The trustees are appointed for three years and are eligible for reappointment. 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. With this in view the treasurer Mr Timothy Hedgecock was appointed to the board of trustees in June 2022.

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.

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

It is with great sadness that we record the passing of Joe Passmore (Hon Life President). Joe had been involved with the museum since its earliest days and had previously served as Chair of Trustees.

We would also like to record our gratitude to Mrs Lloyd who has retired from her second term as a trustee and has also served previously as Secretary, Steward Co-Ordinator and Publications Officer.

### **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 2021/22**

2021/22 saw a return to pre-pandemic opening hours and the museum completed a successful season. It was encouraging to see a number of new active volunteers helping with stewarding, events and working parties. Like many heritage attractions, visitor numbers were down on 2019 as the sector has taken longer than anticipated to recover from the period of closure. The year did however see the return of class visits and an increase in talks to external groups, with over 9000 visitors through the door.

The museum is now able to take credit card payments and this has helped boost sales both in the museum and at events. The website is now capable of receiving online donations. A number of new publications were produced bringing the range up to 13 titles the Blenheim Gardens booklet proving very popular.

## **Finance**

The trustees remain committed to free entry to the museum to make the displays accessible to all. The visitor donations for the 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. The Premises Appeal was launched in October 2021 and has made great progress with generous public donations which total over £38,000. In addition there are a number of substantial grants and pledges and to further to supplement the fund raising, the museum has set aside a £16,000 contingency fund for the project. As a number of these grants cannot be claimed until we have hit our project target of £250,000 they cannot be shown in the accounts. However the combination of funding sources does mean that we are already two-thirds of the way to our target. Fundraising is continuing and we hope to hit our target in 2023 with a proposed opening in new premises in March 2024.

We continue to identify suitable premises but have to accept that until the complete funding package is in place we are unable to commit to specific premises. The project has identified the requirements for space, location and need for sustainability of any such premises and some premises have been ruled out as being too expensive to run. It is important that the opportunity to achieve a generational change for the benefit of the culture and heritage of the local community, is founded on the long term security and sustainability of the new premises. We are as always deeply indebted to the generosity of the YMCA who own our existing premises.

We hope that the potential for the museum to be a major asset to the town is finally recognised. Helping with economic regeneration of the town centre, as an attraction for heritage tourism, reinforcing a sense of community and community involvement in volunteering and of the educational value to local schools and local groups.

**Julian Luke, Chair of Trustees 28.1.2022**

Ref. Minehead Museum  
c/o Tim Hedgecock, Treasurer

Dear Tim

The books presented to me are from December 2021 to November 2022.

The annual income of Minehead Museum this year is under £25,000 but your Trustees have requested 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 2022 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



**Practice Licence Number 10366**



## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01/12/2021		30/11/2022

### 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 £
<b>A1 Receipts</b>					
Grants	-	11,870	-	11,870	10,600
Friends Subscriptions & Donations	1,042	6,009	-	7,051	22,002
Door	2,118	-	-	2,118	1,243
Book Sales & Commission	1,675	-	-	1,675	575
Talks	90	53	-	143	-
Quizzes & Raffles	290	-	-	290	-
Gift Aid	542	2,158	-	2,700	438
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,757</b>	<b>20,090</b>	<b>-</b>	<b>25,847</b>	<b>34,858</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,757</b>	<b>20,090</b>	<b>-</b>	<b>25,847</b>	<b>34,858</b>
<b>A3 Payments</b>					
Artefacts & Displays	-	-	-	-	3,120
Archiving/ Conservation	-	739	-	739	787
Displays Cabinets etc	-	-	-	-	-
Other Display Materials	68	294	-	362	659
Subscriptions	73	-	-	73	103
Insurance	463	-	-	463	461
Repairs	-	-	-	-	35
Publicity	256	-	-	256	-
Computer Costs	269	738	-	1,007	1,384
Printing Publications	950	2,349	-	3,299	-
Stationery, Postage & Photocopying	168	339	-	507	1,583
Advertising	-	-	-	-	-
Volunteer Expenses	-	306	-	306	171
Volunteer Training	-	-	-	-	-
Independent Examination	56	-	-	56	-
PPE etc	-	-	-	-	192
Refreshments	34	-	-	34	-
Room Hire & Cleaning	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,337</b>	<b>4,765</b>	<b>-</b>	<b>7,102</b>	<b>8,495</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,337</b>	<b>4,765</b>	<b>-</b>	<b>7,102</b>	<b>8,495</b>
<b>Net of receipts/(payments)</b>	<b>3,420</b>	<b>15,325</b>	<b>-</b>	<b>18,745</b>	<b>26,363</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	<b>16,308</b>	<b>38,066</b>	<b>-</b>	<b>54,374</b>	<b>28,011</b>
<b>Cash funds this year end</b>	<b>19,728</b>	<b>53,391</b>	<b>-</b>	<b>73,119</b>	<b>54,374</b>

## 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	19,728	53,391	-
	Cash in hand		-	-
		-	-	-
	<b>Total cash funds</b>	<b>19,728</b>	<b>53,391</b>	<b>-</b>
	(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 £
	ISBN Reg Nos	-	66	-
	Gift Aid	607	88	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	