

# **Report of the Trustees of Minehead Museum for the year ended 30th November 2024**

## **Introduction:**

Minehead Museum is a registered charity (Charitable Incorporated Organisation CIO, Registration number 1169355).

2024 Was another successful year with visitor number up by around 8%. This was particularly pleasing due to the necessity of closing on most Fridays during the season because of the closure of the attached Visitor Information Centre. Our final visitor figure of 10,703 was therefore very encouraging and the number of off site talks continues to promote the museum beyond our limited premises.

The Premises Appeal continues but at present without an identifiable new building we are unable to leverage additional grants. The trustees continue to revue premises as the come to the market but remain aware of the need for the building to be in a suitable location, with sustainable running costa and be fully accessible to all.

## **Reference & Administration 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 (retired August 2024)

Mr Timothy Hedgecock

Mr Alan Smithers (Appointed September 2024)

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

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

## **Management**

The trustees are appointed for three years and are eligible for reappointment. During the year Mrs H. Yendole retired and Mr A. Smithers was 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 active involved in the running of the museum with day-to-day management delegated to a management committee which also contains trustees.

## **Our Aims & Objectives**

1. To establish, maintain and enhance a museum to promote the history of Minehead, Alcombe 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 the museum's collection for the benefit of all sectors of the public.

### **Review of 2023/2024 Season**

Although our visitor figures continue to grow and are closer to pre-pandemic levels, the season has not been without challenges. The continued closure of the Visitor Information Centre on Thursdays and Fridays this year led to the decision to close on Fridays but remain open on Thursdays with double staffing. This appears to have been vindicated with a healthy number of visitors on Thursdays. What is noticeable is a decrease in donations in the collecting boxes sign of economic belt tightening in general. Fortunately our ability to take donations via credit card has slightly mitigated this decline and the trustees are considering further options for electronic donation gathering.

Class visits and talks to local groups continue and the latest museum publication *Mules at War* was issued at the start of the season. Charity quizzes continue to bring in additional funds for the the Premises Appeal.

The museum remains an active participant in the regional Museums in Somerset Group with the Chair of Trustees continuing to serve on the organising committee.

Two significant additions were made to the museum collection this year with the donation of a fine painting of Minehead Harbour in 1800, donated in memory of the maritime historian John Gilman and the medals belonging to Harry Bertram Walker of Minehead, including his Military Cross.

We continue to express our concern over the removal of the two seventeenth century cannon from the harbour wall, they remain in storage with Somerset Council with no indication after a year that any conservation work is planned or funded.

The search for new premises continues but has been frustrated by the lack of a suitable building, We did have a survey carried out on one building but the repair and conversion costs were considered excessive. Without a specific building we are unable to draw down further external funding, although the Appeal Fund continues to grow, standing at some £130,000 plus additional pledges. A further pressure is on storage of items as unfortunately our storage area at the Beach Hotel has now been repurposed and various fixtures and fittings have had to be moved offsite, We are grateful that the Beach Hotel has permitted the placing of one of our showcases in the hotel which will help highlight the museum and the displays.

### **Finance**

The trustees remain committed to free entry to the museum, to make sure the displays are accessible to all. Whilst visitor numbers continue to grow, there has been a decline on donations on the door. New ways of increasing income through the website and use of QR codes are being explored.

The Premises Appeal Fund continues to grow, but does need to be relaunched in 2025 with greater publicity. We remain indebted to the generosity of the YMCA (Owners of the Beach Hotel) for providing our existing premises at a peppercorn rent. This continues to underpin the security and growth of the museum and we are grateful that this will continue in 2025. The trustees remain focused on the financial sustainability of the museum.

We continue to promote the value of the museum to the local community. Helping with the economic regeneration of town as an attraction for heritage tourism, strengthening a sense of community through volunteering opportunities and in the educational value to schools, youth groups and residential homes in talks and visits.

**Julian Luke (Chair of Trustees) 22nd December 2024**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

01/12/2023

To

30/11/2024

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Grants  | -  | 500                                     | -                                      | 500                             | 10,450                        |
| Friends Subscriptions & Donations                     | 1,904  | 585                                     | -                                      | 2,489                           | 53,104                        |
| Door  | 2,446  | -                                       | -                                      | 2,446                           | 2,418                         |
| Book Sales & Commission                               | 1,093  | -                                       | -                                      | 1,093                           | 1,422                         |
| Talks   | 65   | 230                                     | -                                      | 295                             | 164                           |
| Quizzes & Raffles                                     | -  | 967                                     | -                                      | 967                             | 1,042                         |
| Other Fundraising                                     | -  | 290                                     | -                                      | 290                             | 552                           |
| Gift Aid  | 833  | 309                                     | -                                      | 1,142                           | 696                           |
| Bank Interest   | -  | 4,354                                   | -                                      | 4,354                           | 255                           |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>6,341</b>                                 | <b>7,235</b>                            | <b>-</b>                               | <b>13,576</b>                   | <b>70,103</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>6,341</b>                                 | <b>7,235</b>                            | <b>-</b>                               | <b>13,576</b>                   | <b>70,103</b>                 |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| Artefacts & Displays                                  | -  | -                                       | -                                      | -                               | -                             |
| Archiving/ Conservation                               | -  | 200                                     | -                                      | 200                             | -                             |
| Displays Cabinets etc                                 | -  | -                                       | -                                      | -                               | -                             |
| Other Display Materials                               | -  | -                                       | -                                      | -                               | -                             |
| Subscriptions   | 210  | -                                       | -                                      | 210                             | 282                           |
| Insurance   | 438  | 53                                      | -                                      | 491                             | 468                           |
| Repairs   | 281  | -                                       | -                                      | 281                             | 314                           |
| Publicity   | 91   | -                                       | -                                      | 91                              | 110                           |
| Computer Costs  | 349  | 345                                     | -                                      | 694                             | 514                           |
| Printing Publications                                 | 164  | 500                                     | -                                      | 664                             | -                             |
| Stationery, Postage & Photocopying                    | 49   | -                                       | -                                      | 49                              | 413                           |
| Volunteer Expenses                                    | -  | 117                                     | -                                      | 117                             | 113                           |
| Volunteer Training                                    | -  | -                                       | -                                      | -                               | 96                            |
| Independent Examination                               | 48   | -                                       | -                                      | 48                              | 48                            |
| Professional Fees                                     | 960  | -                                       | -                                      | 960                             | -                             |
| Refreshments  | -  | -                                       | -                                      | -                               | 33                            |
| Room Hire & Cleaning                                  | 5  | -                                       | -                                      | 5                               | 93                            |
| Other Fundraising costs                               | 179  | 30                                      | -                                      | 209                             | 97                            |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>2,774</b>                                 | <b>1,245</b>                            | <b>-</b>                               | <b>4,019</b>                    | <b>2,581</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>2,774</b>                                 | <b>1,245</b>                            | <b>-</b>                               | <b>4,019</b>                    | <b>2,581</b>                  |
| <b>Net of receipts/(payments)</b>                     | <b>3,567</b>                                 | <b>5,990</b>                            | <b>-</b>                               | <b>9,557</b>                    | <b>67,522</b>                 |
| <b>A5 Transfers between funds</b>                     |  |   |  |                                 |                               |
| <b>A6 Cash funds last year end</b>                    | <b>26,136</b>                                | <b>114,505</b>                          | <b>-</b>                               | <b>140,641</b>                  | <b>73,119</b>                 |
| <b>Cash funds this year end</b>                       | <b>29,703</b>                                | <b>120,495</b>                          | <b>-</b>                               | <b>150,198</b>                  | <b>140,641</b>                |



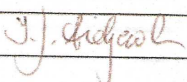
## Section B Statement of assets and liabilities at the end of the period

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank Current Account                                   | 4,558                              | 0                                | -                               |
|               | Bank Deposit Account                                   | 25,115                             | 120,495                          | -                               |
|               | Cash in Hand   | 30                                 | -                                | -                               |
|               | <b>Total cash funds</b>                                | <b>29,703</b>                      | <b>120,495</b>                   | <b>-</b>                        |
|               | (agree balances with receipts and payments account(s)) |                                    |                                  |                                 |

### B2 Other monetary assets

| Details      | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------|------------------------------------|----------------------------------|---------------------------------|
| ISBN Reg Nos |                                    | 82                               | -                               |
| Gift Aid     | 787                                | 163                              | -                               |
| Debtors      | 205                                | -                                | -                               |
|              | -                                  | -                                | -                               |
|              | -                                  | -                                | -                               |
|              | -                                  | -                                | -                               |

Signed by one or two trustees on behalf of all the trustees

| Signature  | Print Name  | Date of approval |
|--|-------------|------------------|
|  | J Luke      |                  |
|  | T Hedgecock | 1/1/25           |



24<sup>th</sup> December 2024

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

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01643 703597

Ref. Minehead Museum  
c/o Tim Hedgecock, Treasurer

Dear Tim

The books presented to me are from December 2023 to November 2024.

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.

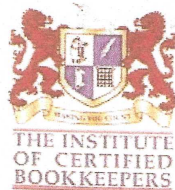
**The contents of this letter and summary should be made available to your Trustees' meeting.**

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