

TENBY MUSEUM AND ART GALLERY

England & Wales · Charity number 1169435

Details

Status Registered

Legal form CIO

Registered 2016-09-30

Register [View on the Charity Commission register](#)

Contact

Address Tenby Museum & Art Gallery
Castle Hill
Tenby
SA70 7BP

Phone 01834842809

Email info@tenbymuseum.org.uk

Website www.tenbymuseum.org.uk

Activities

Objects: TO PROMOTE THE EDUCATION OF THE PUBLIC BY THE PROVISION OF A MUSEUM OR MUSEUMS TO COLLECT DOCUMENT PRESERVE EXHIBIT AND INTERPRET MATERIAL EVIDENCE AND ASSOCIATED INFORMATION PREDOMINANTLY OF LOCAL INTEREST.

Activities: To promote the education of the public by the provision of a museum to collect, document, preserve, exhibit and interpret material evidence and associated information predominantly of local interest.

Classification

- **How:** Other Charitable Activities
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- Pembrokeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£116,364	£140,215	-	-
2023-12-31	£115,090	£132,478	-	-
2022-12-31	£108,610	£134,220	-	-
2021-12-31	£119,524	£101,263	-	-
2020-12-31	£144,785	£90,067	-	-

Trustees

Name	Role	Appointed
CHRISTOPHER JOHN DELANEY		1990-11-13
CLLR MICHAEL WILLIAMS		1990-11-13
Caroline White		2023-06-21
Howard Macro		2025-01-24
Julie Patricia Evans		2021-07-09
Mauny Wright		2026-02-27
Michael Anthony BROWN		2023-03-15
Neil Alan Bradley Westerman		2023-09-22
PAUL DAVID RAPI BA PGCE		2018-05-04
Paul EVANS		2023-02-15
Robert Victor Allen Davies		2022-11-04
Sandra Williams		2022-07-01

TENBY MUSEUM AND ART GALLERY

England & Wales - Charity number 1169435

Accounts

REGISTERED COMPANY NUMBER: (England and Wales)
REGISTERED CHARITY NUMBER: 1169435

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2024
for
Tenby Museum & Art Gallery

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Tenby Museum & Art Gallery

Report of the Trustees for the Year Ended 31 December 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Trustees have continued to meet monthly throughout 2024. Some Trustees continue to access meetings via Zoom; ensuring that all meetings are quorate. The return to normal business following the Covid pandemic has remained slow mainly due to the cost-of-living crisis, which has put pressure on all businesses. However, Trustees remain committed to their duty to ensure that the Museum remains sustainable and financially viable.

OBJECTIVES AND ACTIVITIES

Main activities

The year started with a newly appointed team in place. The Chair and Vice-Chair gave notice at the AGM that they would both be standing down at the end of the year. However, sadly, and suddenly in May, the Vice-Chair and long-standing Trustee, Dr Mike Brew, passed away. Trustees paid tribute to Mike for his significant contributions to the work of the Museum. Two other long-standing Trustees also left during the year, Nicole Evans and Andy Evans. The loss of these experienced Trustees and the vacancy of Chair and Vice-Chair promoted the Board to commence a process of succession planning. At the end of the year, nominations had been received for the position of Chair and Vice-Chair, to be confirmed at the AGM in 2025.

The Heads of Terms for a Community Asset Transfer was signed, pending further work on the process. In the meantime, Pembrokeshire County Council approved an extension to the existing lease. The Board engaged an external law firm to assist in this process. Trustees commissioned an independent survey of the building to have an awareness of the work needed to maintain a building that is fit for purpose. The survey identified some significant work needed to make the building watertight which could potentially affect the collections and accreditation status, due for renewal in 2025.

The Outreach post, funded through the Pembrokeshire Enterprise Scheme and match funded by the Friends was given a further year of funding which would end in May 2025. Glyn was appointed the Safeguard lead for the Museum.

With ongoing financial pressure, Trustees approved a budget to assist in comparing budget to actual figures throughout the year. The aim this year was for staff to focus on income generation. A new pricing structure was introduced from 1st April.

In July, the newly appointed Curator resigned for personal reasons, leaving the Museum without a Curator once again as it entered the busy summer period. Jacky Baker was appointed Interim Museum Manager until a new Curator was appointed. At the end of the year, the post of Curator was offered to Hannah Saunders on a one-year trial basis.

New Gallery Boards were donated by Will Crockford and Coastal Developments, creating a much-improved space for exhibitions and displays. A new display was also introduced to celebrate the 200th anniversary of the RNLI.

In addition, the Friends gifted a significant sum to the Museum to assist with specific projects. The support of the Friends has been critical this year, as the accounts were showing a deficit position, despite an increase in gross profit compared to 2023. This is not unusual in the cultural and heritage sector as a result of significant losses in government grants, which have been a key source of funding support for the Museum. This is due to cuts in public services, particularly non-statutory services such as Museums, despite the many benefits cultural and heritage facilities bring to communities. This in turn has placed increasing competition on applications for other grant support. The Museum has not been successful in achieving major grant support this year and this has impacted on our income.

Risks are regularly reviewed at meetings of the Board with the most significant risks being identified and addressed. With the 150th Anniversary of the Museum in 2028, discussions will commence in the new year as to how this key milestone in the Museum's history will be celebrated.

Tenby Museum & Art Gallery

**Report of the Trustees
for the Year Ended 31 December 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

(England and Wales)

Registered Charity number

1169435

Registered office

Castle Hill
TENBY
Pembrokeshire
SA70 7BP

Trustees

M Williams
C J M Brew (deceased 20.5.24)
J Evans
P Rapi
N Evans (resigned 22.3.24)
C Delaney
A Evans (resigned 29.11.24)
S Williams
A Edwards
R Davies
C White
P Evans
M Brown
N Westerman
L Crockford

Company Secretary

Independent Examiner

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Approved by order of the board of trustees on and signed on its behalf by:

.....
M Williams - Trustee

**Independent Examiner's Report to the Trustees of
Tenby Museum & Art Gallery**

Independent examiner's report to the trustees of Tenby Museum & Art Gallery ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

W G Hughes, FCCA

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date:

Tenby Museum & Art Gallery

**Statement of Financial Activities
for the Year Ended 31 December 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	30,631	5,225	35,856	40,374
Other trading activities	3	58,520	-	58,520	57,995
Investment income	4	2,194	-	2,194	1,266
Other income		19,794	-	19,794	15,455
Total		111,139	5,225	116,364	115,090
 EXPENDITURE ON					
Raising funds		7,787	29	7,816	7,175
Charitable activities					
Operation of Museum		127,027	5,372	132,399	125,303
Total		134,814	5,401	140,215	132,478
 NET INCOME/(EXPENDITURE)		(23,675)	(176)	(23,851)	(17,388)
 RECONCILIATION OF FUNDS					
Total funds brought forward		165,841	1,336	167,177	184,565
 TOTAL FUNDS CARRIED FORWARD		142,166	1,160	143,326	167,177

The notes form part of these financial statements

Tenby Museum & Art Gallery

**Balance Sheet
31 December 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds £
FIXED ASSETS					
Intangible assets	8	6,331	-	6,331	6,331
Tangible assets	9	16,754	1,159	17,913	20,643
		23,085	1,159	24,244	26,974
CURRENT ASSETS					
Stocks	10	5,594	-	5,594	3,500
Debtors	11	1,952	-	1,952	803
Investments	12	27,540	-	27,540	27,033
Cash at bank and in hand		91,487	-	91,487	112,431
		126,573	-	126,573	143,767
CREDITORS					
Amounts falling due within one year	13	(7,492)	1	(7,491)	(3,564)
		119,081	1	119,082	140,203
NET CURRENT ASSETS					
		142,166	1,160	143,326	167,177
TOTAL ASSETS LESS CURRENT LIABILITIES					
		142,166	1,160	143,326	167,177
NET ASSETS					
		142,166	1,160	143,326	167,177
FUNDS					
	14			142,166	165,841
Unrestricted funds				1,160	1,336
Restricted funds				143,326	167,177
TOTAL FUNDS					
				143,326	167,177

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Tenby Museum & Art Gallery

Balance Sheet - continued
31 December 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
M Williams - Trustee

.....
C White - Trustee

Tenby Museum & Art Gallery

Notes to the Financial Statements for the Year Ended 31 December 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 5% on cost
Plant and machinery	- 10% on cost
Computer equipment	- 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2024**

2. DONATIONS AND LEGACIES

	31.12.24	31.12.23
	£	£
Donations	21,174	7,005
Gift aid	6,456	4,901
Grants	8,226	28,468
	<u>35,856</u>	<u>40,374</u>

Grants received, included in the above, are as follows:

	31.12.24	31.12.23
	£	£
Pallant House Gallery Grant	-	50
Federation of Museums	-	1,614
Welsh Government	-	13,500
Pembrokeshire County Council	1,000	7,822
The Federation of Museums and Art Galleries of Wales	-	2,982
Pembrokeshire Coast National Park Authority	2,000	2,500
Welsh Federation of Museums	526	-
Pembrokeshire County Council Enhancing Pembrokeshire Fund	4,700	-
	<u>8,226</u>	<u>28,468</u>

3. OTHER TRADING ACTIVITIES

	31.12.24	31.12.23
	£	£
Admissions	<u>58,520</u>	<u>57,995</u>

4. INVESTMENT INCOME

	31.12.24	31.12.23
	£	£
Deposit account interest	<u>2,194</u>	<u>1,266</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.24	31.12.23
	£	£
Depreciation - owned assets	<u>4,720</u>	<u>5,036</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2024**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2024 nor for the year ended 31 December 2023.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	40,374	-	40,374
Other trading activities	57,995	-	57,995
Investment income	1,266	-	1,266
Other income	15,455	-	15,455
Total	115,090	-	115,090
EXPENDITURE ON			
Raising funds	7,175	-	7,175
Charitable activities			
Operation of Museum	125,127	176	125,303
Total	132,302	176	132,478
NET INCOME/(EXPENDITURE)	(17,212)	(176)	(17,388)
Transfers between funds	10,624	(10,624)	-
Net movement in funds	(6,588)	(10,800)	(17,388)
RECONCILIATION OF FUNDS			
Total funds brought forward	172,429	12,136	184,565
TOTAL FUNDS CARRIED FORWARD	165,841	1,336	167,177

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2024**

8. INTANGIBLE FIXED ASSETS

	Development costs £
COST	
At 1 January 2024 and 31 December 2024	6,331
NET BOOK VALUE	
At 31 December 2024	<u>6,331</u>
At 31 December 2023	<u>6,331</u>

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2024	29,771	174,601	12,287	216,659
Additions	-	482	1,508	1,990
At 31 December 2024	<u>29,771</u>	<u>175,083</u>	<u>13,795</u>	<u>218,649</u>
DEPRECIATION				
At 1 January 2024	21,456	166,592	7,968	196,016
Charge for year	472	1,073	3,175	4,720
At 31 December 2024	<u>21,928</u>	<u>167,665</u>	<u>11,143</u>	<u>200,736</u>
NET BOOK VALUE				
At 31 December 2024	<u>7,843</u>	<u>7,418</u>	<u>2,652</u>	<u>17,913</u>
At 31 December 2023	<u>8,315</u>	<u>8,009</u>	<u>4,319</u>	<u>20,643</u>

10. STOCKS

	31.12.24 £	31.12.23 £
Stocks	<u>5,594</u>	<u>3,500</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24 £	31.12.23 £
Trade debtors	1,555	-
Other debtors	-	593
Art Control Account	135	-
Prepayments	262	210
	<u>1,952</u>	<u>803</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2024**

12. CURRENT ASSET INVESTMENTS

	31.12.24	31.12.23
	£	£
Unlisted investments	27,540	27,033
	<u>27,540</u>	<u>27,033</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23
	£	£
Trade creditors	4,827	1,519
Other creditors	783	219
Accrued expenses	1,881	1,826
	<u>7,491</u>	<u>3,564</u>

14. MOVEMENT IN FUNDS

	At 1.1.24	Net movement in funds	At 31.12.24
	£	£	£
Unrestricted funds			
General fund	165,841	(23,675)	142,166
Restricted funds			
Restricted	1,336	(176)	1,160
	<u>167,177</u>	<u>(23,851)</u>	<u>143,326</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	111,139	(134,814)	(23,675)
Restricted funds			
Restricted	5,225	(5,401)	(176)
	<u>116,364</u>	<u>(140,215)</u>	<u>(23,851)</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2024**

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General fund	172,429	(17,212)	10,624	165,841
Restricted funds				
Restricted	12,136	(176)	(10,624)	1,336
TOTAL FUNDS	<u>184,565</u>	<u>(17,388)</u>	<u>-</u>	<u>167,177</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	115,090	(132,302)	(17,212)
Restricted funds			
Restricted	-	(176)	(176)
TOTAL FUNDS	<u>115,090</u>	<u>(132,478)</u>	<u>(17,388)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
Unrestricted funds				
General fund	172,429	(40,887)	10,624	142,166
Restricted funds				
Restricted	12,136	(352)	(10,624)	1,160
TOTAL FUNDS	<u>184,565</u>	<u>(41,239)</u>	<u>-</u>	<u>143,326</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2024**

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	226,229	(267,116)	(40,887)
Restricted funds			
Restricted	5,225	(5,577)	(352)
TOTAL FUNDS	<u>231,454</u>	<u>(272,693)</u>	<u>(41,239)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024.

Tenby Museum & Art Gallery

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2024**

	31.12.24 £	31.12.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	21,174	7,005
Gift aid	6,456	4,901
Grants	8,226	28,468
	35,856	40,374
Other trading activities		
Admissions	58,520	57,995
Investment income		
Deposit account interest	2,194	1,266
Other income		
Shop sales	15,145	13,790
Art commission	3,439	1,603
Other revenue	1,210	62
	19,794	15,455
Total incoming resources	116,364	115,090
EXPENDITURE		
Other trading activities		
Opening stock	3,500	2,409
Purchases	9,910	8,266
Closing stock	(5,594)	(3,500)
	7,816	7,175
Charitable activities		
Wages	70,140	62,854
Pensions	1,006	424
Rates and water	550	782
Insurance	5,447	5,276
Light and heat	7,746	7,096
Telephone	1,466	1,267
Postage and stationery	1,538	1,281
Advertising	5,285	9,938
Sundries	119	1,520
Exhibition costs	913	1,616
Cleaning and waste management	4,839	2,326
Security	1,448	732
Conservation	225	598
Premises repairs, renewals and maintenance	1,642	7,698
Service charges payable	50	50
Carried forward	102,414	103,458

This page does not form part of the statutory financial statements

Tenby Museum & Art Gallery

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2024**

	31.12.24	31.12.23
	£	£
Charitable activities		
Brought forward	102,414	103,458
Memberships and subscriptions	1,485	1,816
Event costs	477	811
Travel & subsistence	813	562
Leasing costs	3,611	3,502
Computer costs	7,231	3,534
Staff training	106	-
Translation services	486	-
Improvements to property	472	472
Plant and machinery	176	176
Fixtures and fittings	897	811
Computer equipment	3,175	3,578
	121,343	118,720
 Support costs		
Finance		
Bank charges	1,510	1,337
Governance costs		
Professional and legal fees	4,428	-
Accountancy fees	4,200	4,381
Payroll fees	918	865
	9,546	5,246
Total resources expended	140,215	132,478
Net expenditure	(23,851)	(17,388)

This page does not form part of the statutory financial statements

Tenby Museum & Art Gallery

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TENBY MUSEUM AND ART GALLERY

England & Wales - Charity number 1169435

Accounts

REGISTERED COMPANY NUMBER: (England and Wales)
REGISTERED CHARITY NUMBER: 1169435

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2023
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Tenby Museum & Art Gallery

Ashmole and Co.
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Tenby Museum & Art Gallery

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for the Year Ended 31 December 2023**

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Tenby Museum & Art Gallery

Report of the Trustees for the Year Ended 31 December 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Trustees have continued to meet monthly throughout 2023. Some Trustees continue to access meetings via Zoom; ensuring that all meetings are quorate. The return to normal business following the Covid pandemic has remained slow mainly due to the cost-of-living crisis, which has put pressure on all businesses. However, Trustees remain committed to their duty to ensure that the Museum remains sustainable and financially viable.

Tenby Museum & Art Gallery

Report of the Trustees for the Year Ended 31 December 2023

OBJECTIVES AND ACTIVITIES

Main activities

With ongoing pressure on finances, the Trustees produced a Budget at the start of 2023 to assist in comparing budget figures to actual figures throughout the year.

The year 2023 saw a period of great change for the Museum. The Curator resigned in January 2023 after 29 years long and effective service. The Acting Curator stepped up into the role, but also left in July to take up a new post. The Treasurer, who had also served a number of years as a Trustees, also resigned.

Trustees wish to pay tribute to Mark Lewis and Eloise Chapman for their stalwart contribution to the Museum and their professional approach in making Tenby Museum a much respected small, independent Museum in the UK. Trustee also to sincerely thank Kathy Talbot for her important and tireless contribution to the Board.

Although the departure of these key members of the team was unfortunate, Trustees took the opportunity to review the staffing and governance needs in order to drive the Museum forward and ensure it remains a sustainable community asset. The Curator role is clearly a requirement, but the Board also explored other opportunities, such as the appointment of a Business Manager to enable them to take a less hands-on approach to the operational running of the Museum.

After a long and exasperating year, the Board appointed a Curator in November 2023, along with an Assistant Curator and an Interpretation Officer. These are all part-time roles. The Board also welcomed a new Treasurer. The end of the year provided an opportunity, during the quiet period, for the new members of staff and Treasurer to familiarise themselves with the Museum and with the support of Trustees, to review the needs of the Museum going forward into 2024.

With a new team and a renewed impetus, Trustees are determined to produce a five-year strategic plan that will place Tenby Museum and Art Gallery on the map as an important destination and that its collections and artifacts are accessible for all to enjoy.

Key areas of progress in 2023 included :

- Approving Heads of Terms Agreement with Pembrokeshire County Council for a Community Asset Transfer.
- Recommendations following independent review of governance actioned.
- Newly appointed Treasurer creating budget and new financial systems.
- New team of staff appointed.
- Events and Education Officer appointed funded by the Enhancing Pembrokeshire Scheme and match funded by The Friends of the Museum to further develop our education policy.
- Continue to work towards Accreditation status and national standards.
- New heating and lighting system funded by the Friends as well as other items.
- New roof provided by Pembrokeshire County Council.
- New Gallery boards kindly donated and constructed by Will Crockford.
- A series of high-quality exhibitions, including the Made in Tenby exhibition which was extremely popular with local residents.
- Further discussions with the Pembrokeshire Coast National Park Authority to utilise space within the Museum as an information point.
- Further development of the Museum's social media platforms, including a new website, Facebook and Instagram as well as developing podcasts and QR codes to make the collections more accessible.
- Progress in digitising collections.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

(England and Wales)

Tenby Museum & Art Gallery

**Report of the Trustees
for the Year Ended 31 December 2023**

Registered Charity number

1169435

Registered office

Castle Hill

TENBY

Pembrokeshire

SA70 7BP

Trustees

M Williams

C J M Brew (deceased 20.5.24)

J Evans

P Okwedy (resigned 4.7.23)

P Rapi

K Talbot (resigned 26.3.23)

N Evans

C Delaney

A Evans

S Williams

A Edwards

R Davies

C White (appointed 21.6.23)

P Evans (appointed 18.1.23)

M Brown (appointed 15.3.23)

N Westerman (appointed 22.9.23)

L Crockford (appointed 22.9.23)

Company Secretary

Independent Examiner

Ashmole and Co.

Williamston House

7 Goat Street

Haverfordwest

Pembrokeshire

SA61 1PX

Approved by order of the board of trustees on 19 July 2024 and signed on its behalf by:

M Williams - Trustee

**Independent Examiner's Report to the Trustees of
Tenby Museum & Art Gallery**

Independent examiner's report to the trustees of Tenby Museum & Art Gallery ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

W G Hughes, FCCA

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date:

Tenby Museum & Art Gallery

**Statement of Financial Activities
for the Year Ended 31 December 2023**

	Notes	Unrestricted fund £	Restricted fund £	31.12.23 Total funds £	31.12.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		40,374	-	40,374	56,160
Other trading activities	2	57,995	-	57,995	36,943
Investment income	3	1,266	-	1,266	206
Other income		15,455	-	15,455	15,301
Total		115,090	-	115,090	108,610
EXPENDITURE ON					
Raising funds		7,175	-	7,175	6,862
Charitable activities					
Operation of Museum		125,127	176	125,303	127,362
Total		132,302	176	132,478	134,224
NET INCOME/(EXPENDITURE)					
Transfers between funds	13	(17,212)	(176)	(17,388)	(25,614)
		10,624	(10,624)	-	-
Net movement in funds		(6,588)	(10,800)	(17,388)	(25,614)
RECONCILIATION OF FUNDS					
Total funds brought forward		172,429	12,136	184,565	210,179
TOTAL FUNDS CARRIED FORWARD		165,841	1,336	167,177	184,565

The notes form part of these financial statements

Tenby Museum & Art Gallery

**Balance Sheet
31 December 2023**

		Unrestricted fund £	Restricted fund £	31.12.23 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Intangible assets	7	6,331	-	6,331	6,331
Tangible assets	8	19,308	1,335	20,643	23,071
		25,639	1,335	26,974	29,402
CURRENT ASSETS					
Stocks	9	3,500	-	3,500	2,409
Debtors	10	803	-	803	17,274
Investments	11	27,033	-	27,033	27,033
Cash at bank and in hand		112,431	-	112,431	113,148
		143,767	-	143,767	159,864
CREDITORS					
Amounts falling due within one year	12	(3,565)	1	(3,564)	(4,701)
		140,202	1	140,203	155,163
NET CURRENT ASSETS					
TOTAL ASSETS LESS CURRENT LIABILITIES		165,841	1,336	167,177	184,565
NET ASSETS		165,841	1,336	167,177	184,565
FUNDS	13				
Unrestricted funds				165,841	172,429
Restricted funds				1,336	12,136
TOTAL FUNDS				167,177	184,565

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Tenby Museum & Art Gallery

Balance Sheet - continued
31 December 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 19 July 2024 and were signed on its behalf by:

M Williams - Trustee

C White - Trustee

Tenby Museum & Art Gallery

Notes to the Financial Statements for the Year Ended 31 December 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 5% on cost
Plant and machinery	- 10% on cost
Computer equipment	- 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2023**

2. OTHER TRADING ACTIVITIES

	31.12.23	31.12.22
	£	£
Admissions	57,995	36,943
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Deposit account interest	1,266	206
	<u> </u>	<u> </u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.23	31.12.22
	£	£
Depreciation - owned assets	5,036	4,719
Deficit on disposal of fixed assets	-	986
	<u> </u>	<u> </u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	45,536	10,624	56,160
Other trading activities	36,943	-	36,943
Investment income	206	-	206
Other income	15,301	-	15,301
	<u> </u>	<u> </u>	<u> </u>
Total	97,986	10,624	108,610
 EXPENDITURE ON			
Raising funds	6,862	-	6,862
 Charitable activities			
Operation of Museum	118,083	9,279	127,362
	<u> </u>	<u> </u>	<u> </u>
Total	124,945	9,279	134,224

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2023**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
NET INCOME/(EXPENDITURE)	(26,959)	1,345	(25,614)
Transfers between funds	(4,565)	4,565	-
	<hr/>	<hr/>	<hr/>
Net movement in funds	(31,524)	5,910	(25,614)
 RECONCILIATION OF FUNDS			
Total funds brought forward	203,953	6,226	210,179
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>172,429</u>	<u>12,136</u>	<u>184,565</u>

7. INTANGIBLE FIXED ASSETS

	Development costs £
COST	
At 1 January 2023 and 31 December 2023	6,331
	<hr/>
NET BOOK VALUE	
At 31 December 2023	6,331
	<hr/>
At 31 December 2022	6,331
	<hr/>

8. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2023	29,771	174,073	10,207	214,051
Additions	-	528	2,080	2,608
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2023	29,771	174,601	12,287	216,659
	<hr/>	<hr/>	<hr/>	<hr/>
DEPRECIATION				
At 1 January 2023	20,985	165,605	4,390	190,980
Charge for year	471	987	3,578	5,036
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2023	21,456	166,592	7,968	196,016
	<hr/>	<hr/>	<hr/>	<hr/>
NET BOOK VALUE				
At 31 December 2023	8,315	8,009	4,319	20,643
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2022	8,786	8,468	5,817	23,071
	<hr/>	<hr/>	<hr/>	<hr/>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2023**

9.	STOCKS	31.12.23	31.12.22		
		£	£		
	Stocks	3,500	2,409		
		<u> </u>	<u> </u>		
10.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.12.23	31.12.22		
		£	£		
	Trade debtors	-	16,569		
	Other debtors	593	-		
	Art Control Account	-	303		
	Prepayments	210	402		
		<u> </u>	<u> </u>		
		803	17,274		
		<u> </u>	<u> </u>		
11.	CURRENT ASSET INVESTMENTS	31.12.23	31.12.22		
		£	£		
	Unlisted investments	27,033	27,033		
		<u> </u>	<u> </u>		
12.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.12.23	31.12.22		
		£	£		
	Trade creditors	1,519	3,551		
	Other creditors	219	165		
	Accrued expenses	1,826	985		
		<u> </u>	<u> </u>		
		3,564	4,701		
		<u> </u>	<u> </u>		
13.	MOVEMENT IN FUNDS				
		At 1.1.23	Net movement in funds	Transfers between funds	At 31.12.23
		£	£	£	£
	Unrestricted funds				
	General fund	172,429	(17,212)	10,624	165,841
	Restricted funds				
	Restricted	12,136	(176)	(10,624)	1,336
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
	TOTAL FUNDS	184,565	(17,388)	-	167,177
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2023**

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	115,090	(132,302)	(17,212)
Restricted funds			
Restricted	-	(176)	(176)
TOTAL FUNDS	<u>115,090</u>	<u>(132,478)</u>	<u>(17,388)</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	203,953	(26,959)	(4,565)	172,429
Restricted funds				
Restricted	6,226	1,345	4,565	12,136
TOTAL FUNDS	<u>210,179</u>	<u>(25,614)</u>	<u>-</u>	<u>184,565</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,986	(124,945)	(26,959)
Restricted funds			
Restricted	10,624	(9,279)	1,345
TOTAL FUNDS	<u>108,610</u>	<u>(134,224)</u>	<u>(25,614)</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2023**

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General fund	203,953	(44,171)	6,059	165,841
Restricted funds				
Restricted	6,226	1,169	(6,059)	1,336
TOTAL FUNDS	<u>210,179</u>	<u>(43,002)</u>	<u>-</u>	<u>167,177</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	213,076	(257,247)	(44,171)
Restricted funds			
Restricted	10,624	(9,455)	1,169
TOTAL FUNDS	<u>223,700</u>	<u>(266,702)</u>	<u>(43,002)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

Tenby Museum & Art Gallery

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2023**

	31.12.23 £	31.12.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	7,005	6,576
Gift aid	4,901	2,454
Grants	28,468	47,130
	40,374	56,160
Other trading activities		
Admissions	57,995	36,943
Investment income		
Deposit account interest	1,266	206
Other income		
Shop sales	13,790	9,110
Art commission	1,603	6,086
Other revenue	62	105
	15,455	15,301
Total incoming resources	115,090	108,610
EXPENDITURE		
Other trading activities		
Opening stock	2,409	4,085
Purchases	8,266	4,200
Loss on sale of tangible fixed assets	-	986
Closing stock	(3,500)	(2,409)
	7,175	6,862
Charitable activities		
Wages	62,854	59,016
Pensions	424	866
Rates and water	782	465
Insurance	5,276	4,790
Light and heat	7,096	6,581
Telephone	1,267	995
Postage and stationery	1,281	1,001
Advertising	9,938	4,884
Sundries	1,520	1,726
Carried forward	90,438	80,324

This page does not form part of the statutory financial statements

Tenby Museum & Art Gallery

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2023**

	31.12.23	31.12.22
	£	£
Charitable activities		
Brought forward	90,438	80,324
Exhibition costs	1,616	3,986
Cleaning and waste management	2,326	2,544
Security	732	891
Conservation	598	1,500
maintenance	7,698	12,665
Service charges payable	50	50
Memberships and subscriptions	1,816	1,251
Event costs	811	2,847
Translation services	-	3,235
Travel & subsistence	562	220
Leasing costs	3,502	5,133
Computer costs	3,534	2,369
Improvements to property	472	535
Plant and machinery	176	176
Fixtures and fittings	811	813
Computer equipment	3,578	3,110
	118,720	121,649
Support costs		
Finance		
Bank charges	1,337	987
Governance costs		
Accountancy fees	4,381	4,726
Payroll fees	865	-
	5,246	4,726
Total resources expended	132,478	134,224
Net expenditure	(17,388)	(25,614)

This page does not form part of the statutory financial statements

TENBY MUSEUM AND ART GALLERY

England & Wales - Charity number 1169435

Accounts

REGISTERED COMPANY NUMBER: (England and Wales)
REGISTERED CHARITY NUMBER: 1169435

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2022
for
Tenby Museum & Art Gallery

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Tenby Museum & Art Gallery

**Contents of the Financial Statements
for the Year Ended 31 December 2022**

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Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5 to 6
Notes to the Financial Statements	7 to 12
Detailed Statement of Financial Activities	13 to 14

Tenby Museum & Art Gallery

Report of the Trustees for the Year Ended 31 December 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Following the re-opening of the Museum after the Covid-19 Pandemic, Trustees have met on a monthly basis. Some Trustees continue to access meetings via Zoom; ensuring all meetings of Trustees are quorate. The return to normal business has been slow and much of this can be attributed to the cost-of-living crisis which has affected all businesses. This has focussed Trustees on ensuring financial sustainability.

OBJECTIVES AND ACTIVITIES

Main activities

Staff contracts of employment were reviewed early in the year and flexible working arrangements were introduced for the Curator to enable him to work from home. The Museum gained a part-time member of staff funded through the Enhancing Pembrokeshire Scheme. Glyn Harries has made significant connections within the community, particularly with hard-to-reach groups and the Ukranian community in Pembrokeshire.

Trustees commissioned two free days consultancy to undertake a 'health check' and suggest how the Board and Museum could become more sustainable. This work was undertaken by Marilyn Scott. Marilyn has extensive experience in museums and heritage and works as a consultant advising museums and galleries on business models and staffing. Trustees have taken on board and acted upon the recommendations in her final report.

With the assistance of the Friends of Museum, Trustees embarked on an upgrade of the heating and lighting systems. Discussions with Pembrokeshire County Council with regard to a Community Asset Transfer are ongoing. A structural survey was undertaken as part of the process.

It was with deep sadness that the Trustees announced the passing of a long-standing member of the Museum, Mr John Ross. John's contribution to the success of the Museum cannot be understated.

Councillor Trevor Hallett resigned and in recognition of his work towards the heritage of Tenby, he was made Honorary Life Vice President of the Museum.

Throughout the year, the Board identified issues with their Accountants and towards the end of the year took steps to change their appointed accountants.

In light of the drop in income during 2022, a group of Trustees met towards the end of the year to develop a budget forecast for 2023. This will be closely monitored throughout 2023. A Closure Policy was also agreed. This document was prepared using the MA's Museum's Facing Closure: Legal and Ethical Issues, the Museum's Constitution, Charity Commission guidelines and other legal guidelines.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

(England and Wales)

Registered Charity number

1169435

Registered office

Castle Hill
TENBY
Pembrokeshire
SA70 7BP

Tenby Museum & Art Gallery

**Report of the Trustees
for the Year Ended 31 December 2022**

Trustees

M Williams

C J M Brew

J Evans

P Oliver (resigned 1.6.22)

P Okwedy

P Rapi

K Talbot

N Evans

T Hallett (resigned 1.6.22)

C Delaney

A Evans

T J Ross (deceased 1.6.22)

P Diment (resigned 2.2.22)

S Williams (appointed 30.6.22)

A Edwards (appointed 7.10.22)

R Davies (appointed 4.11.22)

Company Secretary

Independent Examiner

Ashmole and Co.

Williamston House

7 Goat Street

Haverfordwest

Pembrokeshire

SA61 1PX

Approved by order of the board of trustees on and signed on its behalf by:

.....
J Evans - Trustee

**Independent Examiner's Report to the Trustees of
Tenby Museum & Art Gallery**

Independent examiner's report to the trustees of Tenby Museum & Art Gallery ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

William Hughes ACCA

Ashmole and Co.
Williamston House
7 Goat Street
Haverfordwest
Pembrokeshire
SA61 1PX

Date:

Tenby Museum & Art Gallery

**Statement of Financial Activities
for the Year Ended 31 December 2022**

	Notes	Unrestricted fund £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		45,536	10,624	56,160	76,286
Other trading activities	2	36,943	-	36,943	7,829
Investment income	3	206	-	206	18
Other income		15,301	-	15,301	35,393
Total		97,986	10,624	108,610	119,526
 EXPENDITURE ON					
Raising funds		6,862	-	6,862	840
Charitable activities					
Operation of Museum		118,083	9,279	127,362	100,425
Total		124,945	9,279	134,224	101,265
 NET INCOME/(EXPENDITURE)					
Transfers between funds	13	(26,959)	1,345	(25,614)	18,261
		-	4,565	4,565	-
Net movement in funds		(26,959)	5,910	(21,049)	18,261
 RECONCILIATION OF FUNDS					
Total funds brought forward		203,953	6,226	210,179	191,918
TOTAL FUNDS CARRIED FORWARD		176,994	12,136	189,130	210,179

**ERROR: TOTAL TRANSFERS CURRENT YEAR DO NOT NET OFF TO ZERO, PLEASE AMEND POSTINGS - TRANSFERS 968/11-30

Tenby Museum & Art Gallery

**Balance Sheet
31 December 2022**

		Unrestricted fund £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
FIXED ASSETS					
Intangible assets	7	6,331	-	6,331	6,331
Tangible assets	8	21,560	1,511	23,071	20,062
		<u>27,891</u>	<u>1,511</u>	<u>29,402</u>	<u>26,393</u>
CURRENT ASSETS					
Stocks	9	2,409	-	2,409	4,085
Debtors	10	6,650	10,624	17,274	628
Investments	11	27,033	-	27,033	27,033
Cash at bank and in hand		117,713	-	117,713	154,969
		<u>153,805</u>	<u>10,624</u>	<u>164,429</u>	<u>186,715</u>
CREDITORS					
Amounts falling due within one year	12	(4,702)	1	(4,701)	(2,929)
NET CURRENT ASSETS		<u>149,103</u>	<u>10,625</u>	<u>159,728</u>	<u>183,786</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>176,994</u>	<u>12,136</u>	<u>189,130</u>	<u>210,179</u>
NET ASSETS		<u>176,994</u>	<u>12,136</u>	<u>189,130</u>	<u>210,179</u>
FUNDS	13				
Unrestricted funds				176,994	203,953
Restricted funds				12,136	6,226
TOTAL FUNDS				<u>189,130</u>	<u>210,179</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Tenby Museum & Art Gallery

Balance Sheet - continued
31 December 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
J Evans - Trustee

.....
M Williams - Trustee

Tenby Museum & Art Gallery

Notes to the Financial Statements for the Year Ended 31 December 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 5% on cost
Plant and machinery	- 10% on cost
Computer equipment	- 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2022**

2. OTHER TRADING ACTIVITIES

	31.12.22	31.12.21
	£	£
Admissions	36,943	7,829
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	31.12.22	31.12.21
	£	£
Deposit account interest	206	18
	<u> </u>	<u> </u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.22	31.12.21
	£	£
Depreciation - owned assets	4,719	2,488
Deficit on disposal of fixed assets	986	-
	<u> </u>	<u> </u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	76,286	-	76,286
Other trading activities	7,829	-	7,829
Investment income	18	-	18
Other income	35,393	-	35,393
Total	<u>119,526</u>	<u> </u>	<u>119,526</u>
EXPENDITURE ON			
Raising funds	840	-	840
Charitable activities			
Operation of Museum	100,353	72	100,425
Total	<u>101,193</u>	<u>72</u>	<u>101,265</u>
NET INCOME/(EXPENDITURE)	18,333	(72)	18,261

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2022**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £	
RECONCILIATION OF FUNDS				
Total funds brought forward	185,620	6,298	191,918	
	<hr/>	<hr/>	<hr/>	
TOTAL FUNDS CARRIED FORWARD	<u>203,953</u>	<u>6,226</u>	<u>210,179</u>	
7. INTANGIBLE FIXED ASSETS			Development costs £	
COST				
At 1 January 2022 and 31 December 2022			6,331	
NET BOOK VALUE				
At 31 December 2022			<u>6,331</u>	
At 31 December 2021			<u>6,331</u>	
8. TANGIBLE FIXED ASSETS	Improvements to property £	Plant and machinery £	Computer equipment £	Totals £
COST				
At 1 January 2022	30,091	171,294	5,074	206,459
Additions	860	3,817	5,133	9,810
Disposals	(1,180)	(1,038)	-	(2,218)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2022	29,771	174,073	10,207	214,051
DEPRECIATION				
At 1 January 2022	20,450	164,667	1,280	186,397
Charge for year	619	990	3,110	4,719
Eliminated on disposal	(84)	(52)	-	(136)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2022	20,985	165,605	4,390	190,980
NET BOOK VALUE				
At 31 December 2022	<u>8,786</u>	<u>8,468</u>	<u>5,817</u>	<u>23,071</u>
At 31 December 2021	<u>9,641</u>	<u>6,627</u>	<u>3,794</u>	<u>20,062</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2022**

9. STOCKS		31.12.22	31.12.21	
		£	£	
Stocks		<u>2,409</u>	<u>4,085</u>	
10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		31.12.22	31.12.21	
		£	£	
Trade debtors		16,569	-	
Art Control Account		303	-	
Prepayments		<u>402</u>	<u>628</u>	
		<u>17,274</u>	<u>628</u>	
11. CURRENT ASSET INVESTMENTS		31.12.22	31.12.21	
		£	£	
Unlisted investments		<u>27,033</u>	<u>27,033</u>	
12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		31.12.22	31.12.21	
		£	£	
Trade creditors		3,551	1,912	
Social security and other taxes		-	637	
Other creditors		165	-	
Accrued expenses		<u>985</u>	<u>380</u>	
		<u>4,701</u>	<u>2,929</u>	
13. MOVEMENT IN FUNDS				
	At 1.1.22	Net movement in funds	Transfers between funds	At 31.12.22
	£	£	£	£
Unrestricted funds				
General fund	203,953	(26,959)	-	176,994
Restricted funds				
Restricted	6,226	1,345	4,565	12,136
TOTAL FUNDS	<u>210,179</u>	<u>(25,614)</u>	<u>4,565</u>	<u>189,130</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2022**

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,986	(124,945)	(26,959)
Restricted funds			
Restricted	10,624	(9,279)	1,345
TOTAL FUNDS	<u>108,610</u>	<u>(134,224)</u>	<u>(25,614)</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	185,620	18,333	203,953
Restricted funds			
Restricted	6,298	(72)	6,226
TOTAL FUNDS	<u>191,918</u>	<u>18,261</u>	<u>210,179</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	119,526	(101,193)	18,333
Restricted funds			
Restricted	-	(72)	(72)
TOTAL FUNDS	<u>119,526</u>	<u>(101,265)</u>	<u>18,261</u>

Tenby Museum & Art Gallery

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2022**

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	185,620	(8,626)	-	176,994
Restricted funds				
Restricted	6,298	1,273	4,565	12,136
TOTAL FUNDS	<u>191,918</u>	<u>(7,353)</u>	<u>4,565</u>	<u>189,130</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	217,512	(226,138)	(8,626)
Restricted funds			
Restricted	10,624	(9,351)	1,273
TOTAL FUNDS	<u>228,136</u>	<u>(235,489)</u>	<u>(7,353)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

Tenby Museum & Art Gallery

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2022**

	31.12.22 £	31.12.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	6,576	10,253
Gift aid	2,454	109
Grants	47,130	65,924
	56,160	76,286
Other trading activities		
Admissions	36,943	7,829
Investment income		
Deposit account interest	206	18
Other income		
Shop sales	9,110	4,204
Art commission	6,086	7,345
Other revenue	105	23,844
	15,301	35,393
Total incoming resources	108,610	119,526
EXPENDITURE		
Other trading activities		
Opening stock	4,085	4,134
Purchases	4,200	791
Loss on sale of tangible fixed assets	986	-
Closing stock	(2,409)	(4,085)
	6,862	840
Charitable activities		
Wages	59,016	52,948
Pensions	866	828
Rates and water	465	116
Insurance	4,790	4,307
Light and heat	6,581	2,293
Telephone	995	908
Postage and stationery	1,001	1,088
Advertising	4,884	2,149
Sundries	1,726	1
Exhibition costs	3,986	1,371
Cleaning and waste management	2,544	614
Security	891	281
Conservation	1,500	4,292
maintenance	12,665	1,951
Carried forward	101,910	73,147

This page does not form part of the statutory financial statements

Tenby Museum & Art Gallery

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2022**

	31.12.22	31.12.21
	£	£
Charitable activities		
Brought forward	101,910	73,147
Service charges payable	50	50
Memberships and subscriptions	1,251	573
Event costs	2,847	-
Translation services	3,235	-
Travel & subsistence	220	-
Leasing costs	5,133	4,269
Computer costs	2,369	2,471
Improvements to property	535	1,223
Plant and machinery	176	286
Fixtures and fittings	813	979
Computer equipment	3,110	-
	121,649	82,998
 Support costs		
Finance		
Bank charges	987	844
Governance costs		
Accountancy fees	4,726	5,281
Legal fees	-	2,827
Consultancy fees	-	8,475
	4,726	16,583
 Total resources expended	134,224	101,265
 Net (expenditure)/income	(25,614)	18,261

This page does not form part of the statutory financial statements

TENBY MUSEUM AND ART GALLERY

England & Wales - Charity number 1169435

Accounts

The Charity Registration Number is :- 1169435

Tenby Museum and Art Gallery

Report and Accounts

31st December 2021

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2021

Due to Covid 19 restrictions, the Trustees were not able to meet in person, but met monthly via Zoom. Early in 2020 the Trustees had commissioned an Options Appraisal Report and this was carried out under Covid restrictions; the Consultants not being able to visit the location. The Report was presented in February 2021. The Trustees also received an externally commissioned Collections Significance Survey and a Risk Assessment Report prepared by the Curator. A report on governance was commissioned through the Association of Independent Museums. All of these provide a basis for the future direction and governance of the Museum. New Trustees were appointed during the year.

Reference and administrative details

The charity name.

The legal name of the charity is:- Tenby Museum and Art Gallery

The charity is also known by its operating name, Tenby Museum and Art Gallery.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1169435.

The charity does not operate in any overseas jurisdictions.

Legal structure of the charity

The charity is constituted as a Charitable Incorporated Organisation (CIO), established by a written constitution. The governing document of the charity is the written constitution approved by the members and endorsed by the Charity Commission in England & Wales (CCEW).

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

The trustees are all individuals.

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2021

The registered address:

Tenby Museum
Castle Hill, Tenby
Pembrokeshire, SA70 7BP

The Trustees in office on the date the report was approved were:-

Andrew Edwards
Nicole Evans
Paul Rapi
Dr Kathy Talbot
Michael Williams (Chair)
Julie Evans

The following persons served as Trustees during the year ended 31 December 2021 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-

Name	Resigned	Appointed
Julie Evans		09/07/2021
Paul Diment		09/07/2021
Neil Alan Bradley Westerman	25/05/2021	
Phillip Williams	25/05/2021	

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The objective of the Charitable Incorporated Organisation is to promote the education of the public by the provision of a museum to collect, document, preserve, exhibit and interpret material evidence and associated information predominantly of local interest.

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2021

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The primary purpose of the charity is the provision of a museum and art gallery, namely Tenby Museum & Art Gallery, and by so doing educate the general public on the local prehistory and history of the area and the people and personalities connected with the town of Tenby.

To further this aim the museum admits accompanied children free of all charges.

The museum is a signatory of the 'Kids in Museums' charter and endeavours to make a visit both educational and fun. To this end the museum has hands-on interactive materials as well as dressing up opportunities and displays targeted at children including a pirates cell. A number of educational trails and activity sheets are available free of charge. Comments in our visitors book include "Children loved all the interactive stuff, enjoyable and interesting"; "Informative yet fun"; "Lots of information in a small space and well displayed"; "Best museum in Wales, really fascinating" and "It's a wonderful museum and we've learned much about Tenby. Excellent for kids".

The museum is fully accredited by MALD (Welsh Government).

The main achievements and performance of the charity during the year

The Museum remained closed for a large part of 2021. During the closure and once access was permitted under Covid regulations, we were able to carry out refurbishment to the offices in the Museum. This was funded with support from the Friends of Tenby Museum & Art Gallery and much work was done by both members of the Trustees, Museum's volunteers and Friends, maintaining Covid regulations. The landlord, Pembrokeshire County Council also renewed the Museum's roof. We were able to redesign the shop layout and renew the gift shop stock which has been very successful. Galleries have been refreshed and decorated. We were in receipt of grants through the Cultural Recovery Programme as well as from Pembrokeshire County Council and other organisations which enabled our survival during the closure period. Two members of staff continued to work from home which maintained our presence on-line and ensured the security of the collections. The Museum re-opened in September 2021 for three days a week and all staff who had been furloughed returned. We had a new programme of selling art exhibitions and a successful art auction, organised by the Friends of Tenby Museum and Art Gallery, which was held in December.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees

Newly appointed Trustees are provided with a copy of the museums governing document, the annual financial report and the current monthly financial report.

The museum is a member of Tenby Chamber of Trade and Tourism, Pembrokeshire Museums Association, the Association of Independent Museums (AIM) and the Federation of Museums and Art Galleries of Wales.

The museum has agreed a service level agreement with Pembrokeshire County Council and an agreement with the Pembrokeshire Coast National Park Authority.

The museum is fully accredited by MALD and ACE number 1241, and has a wide range of policies including a disaster plan and a data protection plan. All museum policies are agreed by the trustees and are reviewed annually.

Policies on reserves.

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2021

Reserves are held to meet contingencies and risks and to ensure the charity can meet payments due during the winter period when income is considerably reduced.
The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


Details of The Independent Examiner

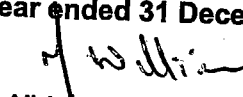
Jamie James-Goddard ACA
Member of Institute of Chartered Accountants in England & Wales
Williams Lester Accountants Tenby
County Chambers, Warren Street
Tenby
Pembrokeshire
SA70 7JS

The report was approved by the Board of Trustees on 7th October 2022

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2021


Julie Patricia Evans
Hon Secretary


Michael Williams
Chair

Tenby Museum and Art Gallery

Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 December 2021

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021, which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As the charity's trustees of Tenby Museum and Art Gallery you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of the Tenby Museum and Art Gallery accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement, Report and Opinion

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect-

accounting records were not kept in respect of the charity as required by with Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached

Signed:-

Jamie James-Goddard - Independent Examiner

Institute of Chartered Accountants in England & Wales (ICAEW)

Williams Lester Accountants Tenby
County Chambers, Warren Street
Tenby
Pembrokeshire
SA70 7JS

This report was signed on 1st September 2022.

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2021

Statement of Financial Activities for the year ended 31 December 2021

	Notes	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2021 £	2021 £	2021 £	2020 £
Income & Endowments from:					
Donations & Legacies	11	76,284	-	76,284	138,973
Charitable activities	12	7,829	-	7,829	3,074
Other trading activities	13	35,393	-	35,393	2,527
Investments	14	18	-	18	211
Total Income		119,524	-	119,524	144,785
Expenditure on:					
Raising funds		791	-	791	274
Charitable activities	17	100,400	72	100,472	89,793
Total expenditure		101,191	72	101,263	90,067
Net Income for the year		18,333	(72)	18,261	54,718
Net Income after transfers		18,333	(72)	18,261	54,718
Net movement in funds		18,333	(72)	18,261	54,718
Reconciliation of funds:-					
Total funds brought forward	10	185,619	6,298	191,917	137,198
Total funds carried forward		203,952	6,226	210,178	191,916

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2021

Analysis of prior year total funds

	Note	Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Total Funds 2020 £
Income & Endowments from:				
Donations & Legacies	11	138,973	-	138,973
Charitable activities	12	3,074	-	3,074
Other trading activities	13	2,527	-	2,527
Investments	14	211	-	211
Total income		<u>144,785</u>	<u>-</u>	<u>144,785</u>
Expenditure on:				
Raising funds		274	-	274
Charitable activities		85,026	4,767	89,793
Total expenditure	17	<u>85,300</u>	<u>4,767</u>	<u>90,067</u>
Net Income for the year		59,485	(4,767)	54,718
Transfers between funds		-	-	-
Net Income after transfers		<u>59,485</u>	<u>(4,767)</u>	<u>54,718</u>
Reconciliation of funds:-				
Total funds brought forward		126,133	11,065	137,198
Total funds carried forward		<u>185,618</u>	<u>6,298</u>	<u>191,916</u>

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2021

Movements in revenue and capital funds for the year ended 31 December 2021

Revenue accumulated funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	185,619	6,298	191,917	137,198
Recognised gains and losses before transfers	<u>18,333</u>	<u>(72)</u>	<u>18,261</u>	<u>54,718</u>
	203,952	6,226	210,178	191,916
Closing revenue funds	<u>203,952</u>	<u>6,226</u>	<u>210,178</u>	<u>191,916</u>

Summary of funds

	Unrestricted and Designated funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last Year Total Funds 2020 £
Revenue accumulated funds	203,952	6,226	210,178	191,916
Total funds	<u>203,952</u>	<u>6,226</u>	<u>210,178</u>	<u>191,916</u>

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2021

**Tenby Museum and Art Gallery
Income and Expenditure Account for the year ended 31 December 2021 as required by the Companies Act 2006**

	2021	2020
	£	£
Income		
Income from operations	119,397	144,416
Realised Gains on the disposal of investments	-	-
Refunds from HMRC on gift aided donations	109	158
Investment Income		
Income from investments, other than interest receivable	-	-
Interest receivable	18	211
Other operating income	-	-
Gross Income in the year before exceptional items	119,524	144,785
Exceptional items:		
Realised gains on disposals of tangible fixed assets held for the charity's own use	-	-
Realised gains on the disposal of intangible assets	-	-
Gross Income in the year including exceptional items	119,524	144,785
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	96,985	82,458
Depreciation and amortisation	2,487	6,825
Fundraising costs	791	274
Governance costs	1,000	510
Total expenditure in the year	101,263	90,067
Extraordinary Items	-	-
Net income before tax in the financial year	18,261	54,718
Tax on surplus on ordinary activities	-	-
Net Income after tax in the financial year	18,261	54,718
Gift Aid donations made	-	-
Retained surplus for the financial year	18,261	54,718

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

Tenby Museum and Art Gallery - Balance Sheet as at 31 December 2021

	SORP		
	Note Ref	2021	2020
		£	£
Fixed assets			
Tangible assets	4	20,062	3,484
Current assets			
Stocks		4,085	4,134
Debtors	6	628	29
Investments held as current assets	7	27,033	27,033
Cash at bank and in hand		154,968	159,212
Total current assets		186,714	190,408
Creditors: amounts falling due within one year	8	(2,929)	(1,974)
Net current assets		183,785	188,434
The total net assets of the charity		210,178	191,918

The total net assets of the charity are funded by the funds of the charity, as follows:-

Restricted funds			
Restricted Revenue Funds	10	6,226	6,298
		6,226	6,298
Unrestricted Funds			
Unrestricted Revenue Funds	10	203,952	185,619
		203,952	185,619
Designated Funds			
Total charity funds		210,178	191,917

The Trustees acknowledge their responsibilities for complying with the requirements of charity legislation with respect to accounting records and the preparation of accounts.

The Trustees are satisfied that, although the charity is not registered under the Companies Acts, if it were so registered, it would be eligible to prepare accounts in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 7th October 2022 and were signed on its behalf by:

Michael Williams
Chair

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2021

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated.

Tangible fixed assets

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Leasehold premises	5 % straight line
Plant and machinery	10% - 20 % straight line
Office equipment	33 % straight line

A regular annual review of the likelihood of asset impairment is undertaken.

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Fund Accounting

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2021

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

There are no endowment funds.

Taxation

The charity is exempt from tax on its charitable activities

2 Salary costs and emoluments	2021	2020
	£	£
Gross Salaries excluding trustees and key management personnel	53,776	51,666
Total salaries, wages and related costs	53,776	51,666

Numbers of full time employees or full time equivalents	2021	2020
The average number of total staff employed in the year was	<u>8</u>	<u>8</u>

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

3 Defined contribution pension schemes

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

4 Tangible fixed assets

Current Year	Leasehold Improvements	Plant & Machinery	Office equipment	Total
	£	£	£	£
Cost				
At 1 January 2021	20,339	164,617	2,437	187,393
Additions	9,752	6,676	2,638	19,066
At 31 December 2021	30,091	171,293	5,075	206,459
Depreciation				
At 1 January 2021	19,227	164,381	301	183,909
Charge for the year	1,223	286	979	2,488
At 31 December 2021	20,450	164,667	1,280	186,397
Net book value				
At 31 December 2021	<u>9,641</u>	<u>6,626</u>	<u>3,795</u>	<u>20,062</u>
At 31 December 2020	<u>1,112</u>	<u>236</u>	<u>2,136</u>	<u>3,484</u>

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2021

5 Stocks & Work in Progress	2021	2020
	£	£
Stocks before write downs	4,085	4,134
	<u>4,085</u>	<u>4,134</u>

6 Debtors	2021	2020
	£	£
Prepayments and accrued income	628	29
	<u>628</u>	<u>29</u>

7 Investments held as current assets at market value at 31 December 2021	2021	2020
	£	£
Other investments	<u>27,033</u>	<u>27,033</u>

8 Creditors: amounts falling due within one year	2021	2020
	£	£
Trade creditors	1,912	1,053
Accruals	380	540
PAYE, NIC VAT and other taxes	637	381
	<u>2,929</u>	<u>1,974</u>

9 Loans to trustees included in debtors

There were no loans in the reporting period or the preceding period

10 Particulars of how particular funds are represented by assets and liabilities

At 31 December 2021	Unrestricted	Designated	Restricted	Total
	funds	funds	funds	Funds
	£	£	£	£
Tangible Fixed Assets	20,062	-	-	20,062
Current Assets	180,488	-	6,226	186,714
Current Liabilities	(2,929)	-	-	(2,929)
	<u>203,952</u>	<u>-</u>	<u>6,226</u>	<u>210,178</u>

At 1 January 2021	Unrestricted	Designated	Restricted	Total
	funds	funds	funds	Funds

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2021

	£	£	£	£
Tangible Fixed Assets	3,484	-	-	3,484
Current Assets	184,110	-	6,298	190,408
Current Liabilities	(1,974)	-	-	(1,974)
	185,620	-	6,298	191,918

	Funds brought forward from 2020	Movement in funds in 2021	Transfers between funds in 2021	Funds carried forward to 2022
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	185,619	18,333	-	203,952
Unrestricted Revaluation Reserve	-	-	-	-
Designated Revenue Funds	-	-	-	-
Designated Fixed Asset Funds	-	-	-	-
Total unrestricted and designated funds	185,619	18,333	-	203,952
Restricted funds:-				
Tenby Story	11,065	(4,767)	-	6,298
Total restricted funds	6,298	(72)	-	6,226
Total charity funds	191,917	18,261	-	210,178

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2021 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

11 Donations, Grants and Legacies

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Donations and gifts from Individuals				
Small donations individually less than £1000	10,251	-	10,251	2,471
Refunds from HMRC on gift aided donations	109	-	109	158
Total donations and gifts from individuals	10,360	-	10,360	2,629

Donations and gifts from individuals (Include HMRC refunds on gift aided donations) - Prior Year analysis

	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Total Funds
	2020	2020	2020
	£	£	£
Prior year	2,629	-	2,629

Revenue grants from government and public bodies

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Revenue grants from government and public bodies				
P.C.C	26,400	-	26,400	41,400
Welsh Government	37,024	-	37,024	62,034
Total public sector revenue grants	63,424	-	63,424	103,434

Revenue grants and donations from non public bodies

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Revenue grants and donations from non public bodies				

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2021 as required by the SORP 2015

Small grants individually less than £1000	-	-	-	320
Association of Independent Museums	-	-	-	7,702
Schools of Exhibition	-	-	-	-
Elite	-	-	-	11,088
Federation of Museums	-	-	-	2,000
Valero	-	-	-	2,500
Pembrokeshire Coast	2,500	-	2,500	9,300
Total private sector revenue grants	2,500	-	2,500	32,910

Total Donations, Grants and Legacies

<i>Current year</i>	Unrestricted Funds	Restricted Funds	Current Year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Total Donations, Grants and Legacies	76,284	-	76,284	138,973

12 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Total income from charitable trading	7,829	-	7,829	3,074
Total from charitable activities	7,829	-	7,829	3,074

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2021 as required by the SORP 2015

13 Income from other, non charitable, trading activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Income from fundraising events	-	-	-	-
Exhibition commission income	7,345	-	7,345	1,291
Sales - publications	4,204	-	4,204	1,236
Total from other activities	35,393	-	35,393	2,527

14 Investment income

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Bank Interest Receivable	18	-	18	211
Total investment income	18	-	18	211

15 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Gross wages and salaries - charitable activities	53,776	-	53,776	51,666
Marketing and advertising of charitable services	2,149	-	2,149	1,277
Conservation costs	4,292	-	4,292	494
Exhibition expenses	1,371	-	1,371	1,418
Opening stock	4,134	-	4,134	2,551
Closing stock	(4,085)	-	(4,085)	(4,134)
Professional Indemnity insurance	4,307	-	4,307	4,200
Total direct spending	65,944	-	65,944	57,472

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2021 as required by the SORP 2015

16 Support costs for charitable activities

<i>Current Year</i>	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds		
	2021	2021	2021	2020
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
<i>Premises Expenses</i>				
Service charges payable	50	-	50	50
Rates and water charges	116	-	116	498
Light heat and power	2,293	-	2,293	6,107
Cleaning and waste management	614	-	614	876
Premises repairs, renewals and maintenance	1,416	-	1,416	1,088
Security	281	-	281	900
<i>Administrative overheads</i>				
Telephone, fax and internet	908	-	908	1,088
Postage	290	-	290	500
Stationery and printing	5,066	-	5,066	4,517
Membership subscriptions	573	-	573	20
Sundry expenses	1	-	1	1
Equipment, repairs, expenses and maintenance	3,006	-	3,006	480
Staff training	-	-	-	-
Hospitality	-	-	-	-
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Accountancy fees other than examination or audit fees	4,281	-	4,281	4,560
Consultancy fees	8,475	-	8,475	2,475
Other legal and professional	2,827	-	2,827	1,202
<i>Financial costs</i>				
Bank charges	844	-	844	624
Depreciation & Amortisation in total for	2,415	72	2,487	6,825
Support costs before reallocation	33,456	72	33,528	31,811
Total support costs - Current Year	33,456	72	33,528	31,811

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2021 as required by the SORP 2015

17 Total Charitable expenditure

	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds		
<i>Current Year</i>	2021	2021	2021	2020
	£	£	£	£
Total direct spending	65,944	-	65,944	57,472
Total support costs	33,456	72	33,528	31,811
Total Governance costs	1,000	-	1,000	510
Total charitable expenditure	100,400	72	100,472	89,793

TENBY MUSEUM AND ART GALLERY

England & Wales - Charity number 1169435

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2020		31	December	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Castle Hill	
TENBY	
Dyfed	
Postcode	SA70 7BP

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	Dr. Charles John Michael Brew	Vice Chair		Tenby Museum Trustees
2	Christopher John Delaney			Tenby Museum Trustees
3	Andrew Evans			Tenby Museum Trustees
4	Nicole Evans			Tenby Museum Trustees
5	Trevor Hallett			Nominated by Tenby Town Council
6	David John Palmer Morgan		1/1/20 to 28/2/20	Tenby Museum Trustees
7	Philip Graham Oliver		1/5/20 to 31/12/20	Tenby Museum Trustees
8	Phil Okwedy		1/6/20 to 31/12/20	Tenby Museum Trustees
9	Paul Rapi			Nominated by Pembrokeshire County Council
10	John Ross			Tenby Museum Trustees
11	Dr. Kathy Talbot			Tenby Museum Trustees
12	Neil Alan Bradley Westerman	Secretary		Tenby Museum Trustees
13	Michael Williams	Chair		Tenby Museum Trustees
14	Phillip J Williams		1/1/20 to 20/5/20	Tenby Museum Trustees
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Mark Lewis, Curator

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Elected by existing trustees except for one trustee nominated by Pembrokeshire County Council and one by Tenby Town Council.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Newly appointed Trustees are provided with a copy of the museums governing document, the annual financial report and the current monthly financial report.

The museum is a member of Tenby Chamber of Trade and Tourism, Pembrokeshire Museums Association, the Association of Independent Museums (AIM) and the Federation of Museums and Art Galleries of Wales.

The museum has agreed a service level agreement with Pembrokeshire County Council and an agreement with the Pembrokeshire Coast National Park Authority.

The museum is fully accredited by MALD and ACE number 1241, and has a wide range of policies including a disaster plan and a data protection plan. All museum policies are agreed by the trustees and are reviewed annually.

Summary of the objects of the charity set out in its governing document

The object of the Charitable Incorporated Organisation is to promote the education of the public by the provision of a museum to collect, document, preserve, exhibit and interpret material evidence and associated information predominantly of local interest.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The primary purpose of the charity is the provision of a museum and art gallery, namely Tenby Museum & Art Gallery, and by so doing educate the general public on the local prehistory and history of the area and the people and personalities connected with the town of Tenby.

To further this aim the museum admits accompanied children free of all charges.

The museum is a signatory of the 'Kids in Museums' charter and endeavours to make a visit both educational and fun. To this end the museum has hands-on interactive materials as well as dressing up opportunities and displays targeted at children including a pirates cell. A number of educational trails and activity sheets are available free of charge. Comments in our visitors book include "Children loved all the interactive stuff, enjoyable and interesting"; "Informative yet fun"; "Lots of information in a small space and well displayed"; "Best museum in Wales, really fascinating" and "It's a wonderful museum and we've learned much about Tenby. Excellent for kids".

The museum is fully accredited by MALD (Welsh Government).

A new exhibition, 'Forged in Wales: Five Welsh Actors', was opened by Dr. Eva Griffith, daughter of Kenneth Griffith in January 2020. The exhibition celebrates the life and work of five Welsh actors including Kenneth Griffith who was born in Tenby.

An art exhibition by the VC Gallery (Haverfordwest) entitled 'The Power of Pembrokeshire' was opened in January.

Following the temporary closure of the museum in March due to the Corona virus Covid 19 the museum's Curator, Mark Lewis, has undertaken a daily facebook post on gems from the collection, featuring images and stories based around museum objects. The posts continued until the end of the year.

The curator also worked on the Museum of Memories Project, Black Lives Matter – The dark side of Pembrokeshire, and on various podcasts including one on the artist, Augustus John, who was born in Tenby. A joint project with Artisan Avenue created two short films based around the art works from Penally Camp, which have been made available on Twitter and Facebook.

All trustees have been informed about the public benefit guidance issued by the Charity Commission and where to find detailed information (gov.uk – charity commission).

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The contribution made by volunteers to the successful operation of the museum is a significant one. The museum relies heavily on a dedicated band of volunteers without whom the museum's activities would be considerably curtailed. Front of house volunteers work on the reception and in the gift shop. Behind the scenes volunteers work on cataloguing, indexing, library duties, historical research and family history research. Volunteers assist with educational activities including art workshops for children, guided walks and organising a range of popular talks on local history and art for adults.

The museum welcomes volunteers with a wide range of skills and abilities. The museum has hosted volunteers who are registered disabled and volunteers with mental health issues. Work experience placements for school children and students are provided. Volunteering at the museum is both fun and educational. Many of our volunteers have been taught new skills by both museum staff and by attending training courses

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to Corona virus Covid 19 the museum was forced to close its doors to the public from March 2020. The trustees took the decision to remain closed for the rest of the year. This decision was based on the knowledge that most of the museums volunteers are aged over 60 and would therefore be unlikely to continue volunteering at the museum due to the serious risk to their health. Several volunteers and staff were in high risk groups and would be shielding. Without volunteers it is not possible for the museum to remain open seven days a week. In addition the layout of the internal spaces within the museum makes it difficult to maintain social distancing.

Whilst visitors have not been able to physically access the museum and art gallery during this period the curator has developed and become involved with a number of virtual/ online initiatives including the museum of memories and museum from home projects. The latter project involves sharing on facebook everyday objects from the collections and asking people to share their memories of these objects. This has generated engagement with a range of people and positive interest from people wanting to visit when the museum and art gallery reopens.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves are held to meet contingencies and risks and to ensure the charity can meet payments due during the winter period when income is considerably reduced. This year the museum has drawn upon its reserves to remain financially sound during the Corona Virus Covid 19 epidemic and resultant temporary closure of the museum to the public.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Primary source of funding is admission charges to the museum. This is complimented by secondary spend in the gift shop. In addition a number of art sales exhibitions are held each year generating additional funds. A local non incorporated membership organisation called the Friends Of Tenby Museum & Art Gallery provides financial support for specific projects. The charity also applies for grants from a number of different bodies including the Association of Independent Museums and PLANED. Pembrokeshire County Council provides a grant of £1000 pounds per annum. The charity operates the Gift Aid scheme.

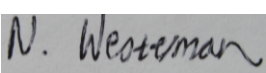

The charities income from admissions and sales has been markedly reduced this year due to the museum being closing from March. However the museum was able to claim several Welsh government Covid 19 grants and make use of the UK governments furlough scheme.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Neil Alan Bradley Westerman	Michael Williams
Position (eg Secretary, Chair, etc)	Secretary	Chair
Date	1 May 2021	

The Charity Registration Number is :- 1169435

Tenby Museum and Art Gallery

Report and Accounts

31st December 2020

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

The Trustees present their Report and Accounts for the year ended 31 December 2020.

Reference and administrative details

The charity name.

The legal name of the charity is:- Tenby Museum and Art Gallery

The charity is also known by its operating name, Tenby Museum and Art Gallery.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1169435.

The charity does not operate in any overseas jurisdictions.

Legal structure of the charity

The charity is constituted as an unincorporated charity, established by a written constitution. The governing document of the charity is the written constitution approved by the members and endorsed by the Charity Commission in England & Wales (CCEW) .

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

The trustees are all individuals.

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

The principal operating address, telephone number, email and web addresses of the charity are:-

Tenby Museum
Castle Hill, Tenby
Pembrokeshire, SA70 7BP

The Trustees in office on the date the report was approved were:-

Dr. Charles John Michael Brew
Christopher John Delaney
Andrew Evans
Nicole Evans
Trevor Hallett
Paul Rapi
John Ross
Dr Kathy Talbot
Neil Alan Bradley Westerman (Secretary)
Michael Williams (Chair)
Dr Phillip Oliver
Phil Okwedy

The following persons served as Trustees during the year ended 31 December 2020 :-

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the year were:-

Name	Resigned	Appointed
David John Parmer Morgan	28/02/2020	
Phillip J Williams	22/05/2020	
Dr Phillip Oliver		22/05/2020
Phil Okwedy		12/06/2020

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The objective of the Charitable Incorporated Organisation is to promote the education of the public by the provision of a museum to collect, document, preserve, exhibit and interpret material evidence and associated information predominantly of local interest.

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The primary purpose of the charity is the provision of a museum and art gallery, namely Tenby Museum & Art Gallery, and by so doing educate the general public on the local prehistory and history of the area and the people and personalities connected with the town of Tenby.

To further this aim the museum admits accompanied children free of all charges.

The museum is a signatory of the 'Kids in Museums' charter and endeavours to make a visit both educational and fun. To this end the museum has hands-on interactive materials as well as dressing up opportunities and displays targeted at children including a pirates cell. A number of educational trails and activity sheets are available free of charge. Comments in our visitors book include "Children loved all the interactive stuff, enjoyable and interesting"; "Informative yet fun"; "Lots of information in a small space and well displayed"; "Best museum in Wales, really fascinating" and "It's a wonderful museum and we've learned much about Tenby. Excellent for kids".

The museum is fully accredited by MALD (Welsh Government).

The main achievements and performance of the charity during the year

A new exhibition, 'Forged in Wales: Five Welsh Actors', was opened by Dr. Eva Griffith, daughter of Kenneth Griffith in January 2020. The exhibition celebrates the life and work of five Welsh actors including Kenneth Griffith who was born in Tenby.

An art exhibition by the VC Gallery (Haverfordwest) entitled 'The Power of Pembrokeshire' was opened in January.

Following the temporary closure of the museum in March due to the Corona virus Covid 19 the museum's Curator, Mark Lewis, has undertaken a daily facebook post on gems from the collection, featuring images and stories based around museum objects. The posts continued until the end of the year.

The curator also worked on the Museum of Memories Project, Black Lives Matter – The dark side of Pembrokeshire, and on various podcasts including one on the artist, Augustus John, who was born in Tenby. A joint project with Artisan Avenue created two short films based around the art works from Penally Camp, which have been made available on Twitter and Facebook.

All trustees have been informed about the public benefit guidance issued by the Charity Commission and where to find detailed information (gov.uk – charity commission).

The contribution made by volunteers to the successful operation of the museum is a significant one. The museum relies heavily on a dedicated band of volunteers without whom the museum's activities would be considerably curtailed. Front of house volunteers work on the reception and in the gift shop. Behind the scenes volunteers work on cataloguing, indexing, library duties, historical research and family history research. Volunteers assist with educational activities including art workshops for children, guided walks and organising a range of popular talks on local history and art for adults.

The museum welcomes volunteers with a wide range of skills and abilities. The museum has hosted volunteers who are registered disabled and volunteers with mental health issues. Work experience placements for school children and students are provided. Volunteering at the museum is both fun and educational. Many of our volunteers have been taught new skills by both museum staff and by attending training courses

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees

Newly appointed Trustees are provided with a copy of the museums governing document, the annual financial report and the current monthly financial report.

The museum is a member of Tenby Chamber of Trade and Tourism, Pembrokeshire Museums Association, the Association of Independent Museums (AIM) and the Federation of Museums and Art Galleries of Wales.

The museum has agreed a service level agreement with Pembrokeshire County Council and an agreement with the Pembrokeshire Coast National Park Authority.

The museum is fully accredited by MALD and ACE number 1241, and has a wide range of policies including a disaster plan and a data protection plan. All museum policies are agreed by the trustees and are reviewed annually.

Financial review

The charity's financial position at the end of the year ended 31 December 2020

The financial position of the charity at 31 December 2020 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2020	2019
	£	£
Net income	54,718	(6,501)
Called up share capital	-	-
Share premium account	-	-
Unrestricted Revenue Funds available for the general purposes of the charity	185,619	126,133
Unrestricted revaluation reserve	-	-
Designated Revenue Funds	-	-
Designated Fixed Asset Funds	-	-
Total Unrestricted Funds	185,619	126,133
Restricted Revenue Funds	6,298	11,065
Restricted Fixed Asset Funds	-	-
Restricted revaluation reserve	-	-
Total Restricted Funds	6,298	11,065
Total Funds	191,917	137,198

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

Financial review of the position at the reporting date, 31 December 2020

Primary source of funding is admission charges to the museum. This is complimented by secondary spend in the gift shop. In addition a number of art sales exhibitions are held each year generating additional funds. A local non incorporated membership organisation called the Friends Of Tenby Museum & Art Gallery provides financial support for specific projects. The charity also applies for grants from a number of different bodies including the Association of Independent Museums and PLANED. Pembrokeshire County Council provides a grant of £1000 pounds per annum. The charity operates the Gift Aid schem. In particular for 2020, main income was government grant income concerning maintaining the Museum itself due to closure from Covid.

Policies on reserves.

Reserves are held to meet contingencies and risks and to ensure the charity can meet payments due during the winter period when income is considerably reduced.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Details of The Independent Examiner

Jamie James-Goddard

Member of Institute of Chartered Accountants in England & Wales

Lewis Ballard BBB Ltd
County Chambers, Warren Street
Tenby
Pembrokeshire
SA70 7JS

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

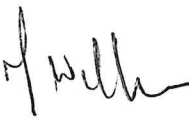
The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Tenby Museum and Art Gallery

Trustees' Annual Report for the year ended 31 December 2020

This report was approved by the board of trustees on 31 May 2021.

Neil Alan Bradley Westerman
Secretary



Michael Williams
Chair

Tenby Museum and Art Gallery

Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 December 2020

I report to the Trustees on my examination of the financial statements of the charity on pages 12 to 20 for the year ended 31 December 2020 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) adapted to meet the needs of unincorporated organisations, as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 19.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 9, you, the charity's Trustees, are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the Governing Document for the conducting of an audit. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

Tenby Museum and Art Gallery

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by with Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached

Signed:-

Jamie James-Goddard - Independent Examiner

Institute of Chartered Accountants in England & Wales

Lewis Ballard BBB Ltd
County Chambers, Warren Street
Tenby
Pembrokeshire
SA70 7JS

This report was signed on 31 May 2021

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2020

Statement of Financial Activities for the year ended 31 December 2020

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2020	2020	2020	2019
		£	£	£	£
Income & Endowments from:					
Donations & Legacies	A1	138,973	-	138,973	54,023
Charitable activities	A2	3,074	-	3,074	32,010
Other trading activities	A3	2,527	-	2,527	20,860
Investments	A4	211	-	211	324
Total income	A	144,785	-	144,785	107,217
Expenditure on:					
Raising funds	B1	274	-	274	6,973
Charitable activities	B2	85,026	4,767	89,793	106,745
Total expenditure	B	85,300	4,767	90,067	113,718
Net income for the year		59,485	(4,767)	54,718	(6,501)
Net income after transfers	A-B-C	59,485	(4,767)	54,718	(6,501)
Net movement in funds		59,485	(4,767)	54,718	(6,501)
Reconciliation of funds:-					
	E				
Total funds brought forward		126,133	11,065	137,198	143,699
Total funds carried forward		185,618	6,298	191,916	137,198

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 19 to 20 form an integral part of these accounts.

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2020

Tenby Museum and Art Gallery - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	SORP Ref	Prior Year Unrestricted Funds 2019 £	Prior Year Restricted Funds 2019 £	Prior Year Total Funds 2019 £
Income & Endowments from:				
Donations & Legacies	A1	54,023	-	54,023
Charitable activities	A2	32,010	-	32,010
Other trading activities	A3	20,860	-	20,860
Investments	A4	324	-	324
Total income	A	<u>107,217</u>	<u>-</u>	<u>107,217</u>
Expenditure on:				
Raising funds	B1	6,973	-	6,973
Charitable activities	B2	104,226	2,519	106,745
Total expenditure	B	<u>111,199</u>	<u>2,519</u>	<u>113,718</u>
Net income for the year		(3,982)	(2,519)	(6,501)
Transfers between funds	C	-	-	-
Net income after transfers		<u>(3,982)</u>	<u>(2,519)</u>	<u>(6,501)</u>
Reconciliation of funds:-				
Total funds brought forward		130,115	13,584	143,699
Total funds carried forward		<u>126,133</u>	<u>11,065</u>	<u>137,198</u>

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.'

The notes attached on pages 19 to 20 form an integral part of these accounts.

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2020

Tenby Museum and Art Gallery - Resources applied in the year ended 31 December 2020 towards fixed assets for Charity use:-

	2020 £	2019 £
Funds generated in the year as detailed in the SOFA	54,718	(6,501)
Resources applied on functional fixed assets	(2,437)	-
Investment in programme or social related investments	-	-
Resources applied on Intangible assets	-	-
Resources applied on Heritage assets	-	-
Other applications of funds	-	-
Net resources available to fund charitable activities	<u>52,281</u>	<u>(6,501)</u>

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

The notes attached on pages 19 to 20 form an integral part of these accounts.

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2020

Movements in revenue and capital funds for the year ended 31 December 2020

Revenue accumulated funds

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Last year Total Funds 2019 £
Accumulated funds brought forward	126,133	11,065	137,198	143,699
Recognised gains and losses before transfers	59,485	(4,767)	54,718	(6,501)
	<u>185,618</u>	<u>6,298</u>	<u>191,916</u>	<u>137,198</u>
Closing revenue funds	<u>185,618</u>	<u>6,298</u>	<u>191,916</u>	<u>137,198</u>

Summary of funds

	Unrestricted and Designated funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Last Year Total Funds 2019 £
Revenue accumulated funds	185,618	6,298	191,916	137,198
Total funds	<u>185,618</u>	<u>6,298</u>	<u>191,916</u>	<u>137,198</u>

The notes attached on pages 19 to 20 form an integral part of these accounts.

Tenby Museum and Art Gallery - Statement of Financial Activities for the year ended 31 December 2020

**Tenby Museum and Art Gallery
Income and Expenditure Account for the year ended 31 December 2020 as required by the Companies Act 2006**

	2020 £	2019 £
Income		
Income from operations	144,416	103,730
Refunds from HMRC on gift aided donations	158	3,163
Investment income		
Interest receivable	211	324
Gross income in the year before exceptional items	<u>144,785</u>	<u>107,217</u>
Gross income in the year including exceptional items	<u>144,785</u>	<u>107,217</u>
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	82,458	102,440
Depreciation and amortisation	6,825	3,927
Fundraising costs	274	6,973
Governance costs	510	378
Total expenditure in the year	<u>90,067</u>	<u>113,718</u>
Net income before tax in the financial year	54,718	(6,501)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	<u>54,718</u>	<u>(6,501)</u>
Retained surplus for the financial year	<u>54,718</u>	<u>(6,501)</u>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 19 to 20 form an integral part of these accounts.

Tenby Museum and Art Gallery - Balance Sheet as at 31 December 2020

	SORP		2020	2019
	Note	Ref	£	£
Fixed assets		A		
Tangible assets	10	A2	3,484	7,872
Current assets		B		
Stocks		B1	4,134	2,551
Debtors	12	B2	29	-
Investments held as current assets	13	B3	27,033	27,033
Cash at bank and in hand		B4	159,212	102,611
Total current assets			<u>190,408</u>	<u>132,195</u>
Creditors: amounts falling due within one year	14	C1	<u>(1,974)</u>	<u>(2,868)</u>
Net current assets			188,434	129,327
The total net assets of the charity			<u>191,918</u>	<u>137,199</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Restricted funds					
Restricted Revenue Funds	21	D2	6,298	11,065	
			6,298		11,065
Unrestricted Funds					
Unrestricted Revenue Funds	21	D3	185,618	126,133	
			185,618		126,133
Designated Funds					
Total charity funds			<u>191,916</u>	<u>137,198</u>	

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

Tenby Museum and Art Gallery - Balance Sheet as at 31 December 2020

The Trustees acknowledge their responsibilities for complying with the requirements of charity legislation with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 11.

The Trustees are satisfied that, although the charity is not registered under the Companies Acts, if it were so registered, it would be eligible to prepare accounts in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.



Neil Alan Bradley Westerman
Secretary

Michael Williams
Chair

Approved by the board of trustees on 31 May 2021

The notes attached on pages 19 to 20 form an integral part of these accounts.

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Dividends are accrued when the shareholder's right to receive payment is established.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

Membership subscriptions

The income and any associated Gift Aid or other tax refund from a membership subscription received by the charity in the nature of a gift, is accounted for on the same basis as a donation.

The income from a membership subscription received by the charity where the subscription purchases the right to services or benefits is recognised as income from charitable activities.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

Staffing - on the basis of time spent in connection with any particular activity.

Staffing - on a per capita basis, based on the number of people employed within any particular activity.

Premises related costs - on the proportion of floor area occupied by a particular activity.

Non specific support costs - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

Estimation techniques used in apportioning costs - give details

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note15.

Policies relating to assets, liabilities and provisions and other matters.

Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over their estimated useful lives.

Leasehold premises	5 % straight line
Plant and machinery	10% - 20 % straight line
Office equipment	20 % reducing balance

A regular annual review of the likelihood of asset impairment is undertaken.

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Pensions - defined contribution schemes

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

There are no endowment funds.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

The charity is not reliant on the financial instruments it invests with and has sufficient cash reserves to fund operating activities.

5 Net surplus before tax in the financial year

2020	2019
£	£

The net surplus before tax in the financial year is stated after charging:-

Depreciation of owned fixed assets	6,825	3,927
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6 Salary costs and emoluments

2020	2019
£	£

Gross Salaries excluding trustees and key management personnel	51,666	54,587
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Total salaries, wages and related costs	51,666	54,587
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Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

<i>Numbers of full time employees or full time equivalents</i>	2020	2019
The average number of total staff employed in the year was		-
The average number of part time staff employed in the year was	7	7
The average number of full time staff employed in the year was	1	1
The estimated full time equivalent number of all staff employed in the year was	3	3
<i>The estimated equivalent number of full time staff deployed in different activities in the year was:-</i>		
Engaged on charitable activities	2	2
Engaged on management and administration	1	1
<i>The estimated full time equivalent number of all staff employed as above</i>	<u>3</u>	<u>3</u>

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

7 Defined contribution pension schemes

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

8 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

9 Heritage assets not included in the accounts

The Museum also owns a considerable number of heritage assets which have been excluded from the balance sheet as reliable cost information or valuations are not available. These include exhibits, works of art and historic records. The purchase of such assets by the Accession Fund are written off as incurred and are not capitalised.

10 Tangible fixed assets

<i>Current Year</i>	Leasehold improvements	Plant & Machinery	Office equipment	Total
	£	£	£	£
Cost				
At 1 January 2020	20,339	164,617	-	184,956
Additions	-	-	2,437	2,437
At 31 December 2020	<u>20,339</u>	<u>164,617</u>	<u>2,437</u>	<u>187,393</u>
Depreciation				
At 1 January 2020	18,210	158,874	-	177,084
Charge for the year	1,017	5,507	301	6,825
At 31 December 2020	<u>19,227</u>	<u>164,381</u>	<u>301</u>	<u>183,909</u>
Net book value				
At 31 December 2020	<u>1,112</u>	<u>236</u>	<u>2,136</u>	<u>3,484</u>
At 31 December 2019	<u>2,129</u>	<u>5,743</u>	<u>-</u>	<u>7,872</u>

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

11 Stocks & Work in Progress	2020 £	2019 £
Stocks before write downs	4,134	2,551
	<u>4,134</u>	<u>2,551</u>

Activity	Work in Progress		Stocks	
	2020 £	2019 £	2020 £	2019 £
Fundraising activities	-	-	4,134	2,551
	<u>-</u>	<u>-</u>	<u>4,134</u>	<u>2,551</u>

12 Debtors	2020 £	2019 £
Prepayments and accrued income	29	-
	<u>29</u>	<u>-</u>

13 Investments held as current assets at market value at 31 December 2019	2020 £	2019 £
Other investments	<u>27,033</u>	<u>27,033</u>

14 Creditors: amounts falling due within one year	2019 £	2018 £
Trade creditors	1,053	2,098
Accruals	540	378
PAYE, NIC VAT and other taxes	381	392
	<u>1,974</u>	<u>2,868</u>

15 Loans to trustees included in debtors

There were no loans in the reporting period or the preceding period

16 Guarantees made by the charity on behalf of trustees

The were no guarantees made in the period or the preceeding period.

17 Income and Expenditure account summary	2020 £	2019 £
At 1 January 2020	137,198	143,699
Transfers in for the year	-	-
Prior year adjustments	-	-
At 1 January 2020	<u>137,198</u>	<u>143,699</u>
Surplus after tax for the year	54,718	(6,501)
Gift Aid donations made	-	-
At 31 December 2020	<u>191,916</u>	<u>137,198</u>

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

18 Post balance sheet events

Following the date of these accounts a global pandemic caused by COVID-19 caused a a continued UK Wide Lockdown, closure of the Museum and it having to cease many of it's charitable events. The Museum closed as of March 2020 and h closed to date. As such typical revenues from admissions and shop income were halted, but offset from various governme including the Job Retention Scheme to pay staff. As at the date of signing the accounts, the situation is still on-going in the financial effect of this is currently unknown.

19 Related party transactions

There were no related party transactions to report within the year.

20 Particulars of how particular funds are represented by assets and liabilities

At 31 December 2020	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	3,484	-	-	3,484
Current Assets	184,110	-	6,298	190,408
Current Liabilities	(1,974)	-	-	(1,974)
	185,620	-	6,298	191,918

At 1 January 2020	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	7,872	-	-	7,872
Current Assets	121,130	-	11,065	132,195
Current Liabilities	(2,868)	-	-	(2,868)
	126,134	-	11,065	137,199

21 Change in total funds over the year as shown in Note 20 , analysed by individual funds

	Funds brought forward from 2019	Movement in funds in 2020	Transfers between funds in 2020	Funds carried forward to 2021
	£	£	£	£
<i>Unrestricted and designated funds:-</i>				
Unrestricted Revenue Funds	126,133	59,485	-	185,618
Total unrestricted and designated funds	126,133	59,485	-	185,618
<i>Restricted funds:-</i>				
Tenby Story	11,065	(4,767)	-	6,298
Total restricted funds	11,065	(4,767)	-	6,298

Tenby Museum & Art Gallery

Notes to the Accounts for the year ended 31 December 2020

22 Analysis of movements in funds over the year as shown in Note 21

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2020	2020	2020	2020
	£	£	£	£
<i>Unrestricted and designated funds:-</i>				
Unrestricted Revenue Funds	144,785	(85,300)	-	59,485
<i>Restricted funds:-</i>				
Tenby Story	-	(4,767)	-	(4,767)
	<u>144,785</u>	<u>(90,067)</u>	<u>-</u>	<u>54,718</u>

23 The purposes for which the funds

Unrestricted and designated funds:-

Unrestricted Revenue Funds These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Unrestricted Revaluation Reserve This fund represents the unrestricted surplus arising on the revaluation of the charity's assets.

Designated Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'.

Restricted funds:-

Restricted Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'.

Restricted Revaluation Reserve This fund represents the restricted surplus arising on the revaluation of the charity's assets.

24 Ultimate controlling party

The charity is under the control of its legal members.

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2020 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

25 Donations, Grants and Legacies

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Donations and gifts from individuals				
Small donations individually less than £1000	2,471	-	2,471	1,239
Refunds from HMRC on gift aided donations	158	-	158	3,163
Total donations and gifts from individuals	2,629	-	2,629	4,402

Donations and gifts from individuals (Include HMRC refunds on gift aided donations) - Prior Year analysis

	Prior Year Unrestricted Funds 2019 £	Prior Year Restricted Funds 2019 £	Prior Year Total Funds 2019 £
Prior year	4,402	-	4,402

Revenue grants from government and public bodies

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Revenue grants from government and public bodies				
P.C.C	41,400	-	41,400	34,641
Welsh Government	62,034	-	62,034	2,300
Total public sector revenue grants	103,434	-	103,434	36,941

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2020 as required by the SORP 2015

Revenue grants and donations from non public bodies

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Revenue grants and donations from non public bodies				
Small grants individually less than £1000	320	-	320	8,710
Association of Independent Museums	7,702	-	7,702	1,450
Schools of Exhibition	-	-	-	1,400
Elite	11,088	-	11,088	1,120
Federation of Museums	2,000	-	2,000	-
Valero	2,500	-	2,500	-
Pembrokeshire Coast	9,300	-	9,300	-
Total private sector revenue grants	32,910	-	32,910	12,680

Total Donations, Grants and Legacies

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Current Year Total Funds 2020 £	Prior Year Total Funds 2019 £
<i>Current year</i>				
Total Donations, Grants and Legacies A1	138,973	-	138,973	54,023

26 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total funds 2019 £
<i>Current year</i>				
Primary purpose and ancillary trading				
Admission fees- Exhibitions and galleries	3,074	-	3,074	32,010
Total Primary purpose and ancillary trading	3,074	-	3,074	32,010

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2020 as required by the SORP 2015

27 Total Income from charitable activities

<i>Current year</i>	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds		
	2020	2020	2020	2019
	£	£	£	£
Total income from charitable trading	3,074	-	3,074	32,010
Total from charitable activities	3,074	-	3,074	32,010

28 Income from other, non charitable, trading activities

	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds		
	2020	2020	2020	2019
	£	£	£	£
Income from fundraising events	-	-	-	1,940
Exhibition commission income	1,291	-	1,291	6,889
Sales - publications	1,236	-	1,236	12,031
Total from other activities	2,527	-	2,527	20,860

29 Investment income

	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds		
	2020	2020	2020	2019
	£	£	£	£
Bank Interest Receivable	211	-	211	324
Total investment income	211	-	211	324

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2020 as required by the SORP 2015

30 Expenditure on charitable activities - Direct spending

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2020	2020	2020	2019
	£	£	£	£
Gross wages and salaries - charitable activities	51,666	-	51,666	54,587
Marketing and advertising of charitable services	1,277	-	1,277	3,284
Shop costs	494	-	494	6,515
Exhibition expenses	1,418	-	1,418	5,927
Opening stock	2,551	-	2,551	-
Closing stock	(4,134)	-	(4,134)	-
Professional Indemnity insurance	4,200	-	4,200	4,595
Total direct spending	57,472	-	57,472	74,908

31 Support costs for charitable activities

<i>Current Year</i>	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2020	2020	2020	2019
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
<i>Premises Expenses</i>				
Service charges payable	50	-	50	50
Rates and water charges	498	-	498	260
Light heat and power	6,107	-	6,107	7,263
Cleaning and waste management	876	-	876	468
Premises repairs, renewals and maintenance	1,088	-	1,088	1,654
Security	900	-	900	1,524
<i>Administrative overheads</i>				
Telephone, fax and internet	1,088	-	1,088	1,181
Postage	500	-	500	126
Stationery and printing	4,517	-	4,517	7,079
Membership subscriptions	20	-	20	516
Sundry expenses	1	-	1	90
Equipment, repairs, expenses and maintenance	480	-	480	65
Staff training	-	-	-	533
Hospitality	-	-	-	393
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Accountancy fees other than examination or audit fees	4,560	-	4,560	3,123
Consultancy fees	2,475	-	2,475	925
Other legal and professional	1,202	-	1,202	900

Tenby Museum and Art Gallery

Detailed analysis of income and expenditure for the year ended 31 December 2020 as required by the SORP 2015

<i>Financial costs</i>				
Bank charges	624	-	624	1,382
Depreciation & Amortisation in total for	2,058	4,767	6,825	3,927
Support costs before reallocation	27,044	4,767	31,811	31,459
Total support costs - Current Year	27,044	4,767	31,811	31,459

32 Total Charitable expenditure

<i>Current Year</i>		Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2020	2020	2020	2019
		£	£	£	£
Total direct spending	B2a	57,472	-	57,472	74,908
Total support costs	B2d	27,044	4,767	31,811	31,459
Total Governance costs	B2e	510	-	510	378
Total charitable expenditure	B2	85,026	4,767	89,793	106,745