

THE STEYNING MUSEUM TRUST

England & Wales · Charity number 1169540

Details

Status Registered

Legal form CIO

Registered 2016-10-10

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

Contact

Address The Museum
Church Street
Steyning
BN44 3YB

Phone 01903813333

Email contact@steyningmuseum.org.uk

Website <http://steyningmuseum.org.uk>

Activities

Objects: (1) TO MAINTAIN STEYNING MUSEUM FOR THE PUBLIC DISPLAY OF MATERIAL EVIDENCE WHICH ILLUSTRATES THE LOCAL HISTORY OF STEYNING AND ITS ADJACENT PARISHES (ASHHURST, BRAMBER, UPPER BEEDING, WISTON) FOR THE DELIGHT INTEREST AND TO ADVANCE THE EDUCATION OF THE PUBLIC; (2) TO CARE FOR AND CONSERVE THE MUSEUM COLLECTION AND DEVELOP IT AS APPROPRIATE; (3) TO INTERPRET THE COLLECTION FOR THE EDUCATION OF PEOPLE OF ALL AGES AND LEVELS OF ABILITY; (4) TO PROMOTE RESEARCH TO UNDERSTAND THE COLLECTION AND THE ASSOCIATED LOCAL HISTORY AND MAKE THE RESULTS OF THE RESEARCH ACCESSIBLE.

Activities: STEYNING MUSEUM TELLS THE STORY OF THE LOCALITY, THROUGH DISPLAYS AND ARCHIVES, THROUGHOUT THE YEAR. IT IS A TOTALLY VOLUNTEER MUSEUM BUT HAS ACHIEVED NATIONAL STANDARDS OF EXCELLENCE. EVERYONE WILL ENJOY THE FRIENDLINESS OF THEIR WELCOME INCLUDING CHILDREN AND RESEARCHERS. OPENING TIMES AND MORE DETAILS ARE ON OUR WEBSITE WWW.STEYNINGMUSEUM.ORG.UK

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£48,923	£20,567	-	-
2023-12-31	£27,349	£24,945	-	-
2022-12-31	£69,801	£16,517	-	-
2021-12-31	£172,170	£12,167	-	-
2020-12-31	£45,637	£14,765	-	-

Trustees

Name	Role	Appointed
BARBARA MOIRA CHANDLER		2024-11-13
MURIEL WRIGHT		2018-03-24
NICHOLAS JOHN QUINN		2024-05-07
PAUL HENRY NORRIS		2018-03-24
RACHAEL LOUISE RAINBOW		2024-09-10
RUSSELL MARK BOWMAN		2024-09-10
SUSAN DOROTHY JOHNSON		2025-02-12

THE STEYNING MUSEUM TRUST

England & Wales - Charity number 1169540

Accounts

The Steyning Museum Trust

Registered Charity No 1169540

Trustees' Report and Unaudited Accounts

for the year ended

31 December 2024

Shore Accounting Ltd
Accountants
4 Mason's Yard
177 Westbourne Street, Hove
East Sussex, BN3 5FB

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024

Trustees' Report

The Trustees present their report and accounts for the year ended 31 December 2024.

Structure, governance and management

The trust is a charity governed by the Constitution of the Trust which was adopted on 16 October 2016.

The trustees who served during the year were:

Jacque Bernadette Buttriss (resigned 30.09.2024). Chair
Helen Craven Coutrouzas (resigned 30.09.2024)
Paul Henry Norris
Muriel Wright
Christopher Tod (resigned 10.09.2024)
Nick Quinn (appointed 31.05.2024)
Rachel Rainbow (appointed 10.09.2024)
Russell Bowman (appointed 10.09.2024). Chair from 14.10.2024
Barbara Chandler (appointed 14.11.2024)

Objectives and activities

The objects of the charity are for the public benefit and are restricted to the following:

1. To maintain Steyning Museum for the public display of material evidence which illustrates the local history of Steyning and its adjacent parishes (Ashurst, Bramber, Upper Beeding and Wiston) for the delight, interest and to advance the education of the public.
2. To care for and conserve the museum collection and develop it as appropriate.
3. To interpret the collection for the education of people of all ages and levels of ability.
4. To promote research to understand the collection and associated local history and make the results of the research accessible.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024

Financial review

The trustees are satisfied with the result for the year and anticipate that the trust will have resources available to promote the object of the trust in the forthcoming year.

It is the policy of the trust to retain sufficient reserves to support the future activities of the trust. None of the trust's reserves are restricted.

On behalf of the trustees.

A handwritten signature in black ink, consisting of the letters 'R' and 'B' in a stylized, cursive font, followed by a horizontal line extending to the right.

R Bowman - Chair
28th February 2025

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts of The Steyning Museum Trust for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

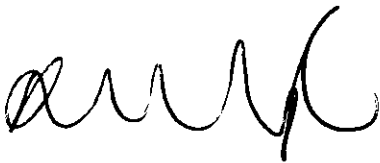
Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act or
2. the accounts do not accord with those records or
3. 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 accounts to be reached.



R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
28th February 2025

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024

Statement of Financial Activities

	Legacy	Building	Contin- gency	General	Total	2023
	£	£	£	£	£	£
INCOME						
Subscriptions received				2,373	2,373	3,710
Donations						
General				3,216	3,216	3,164
In Memorium						102
Reasearch fund				277	277	
Steyning Family History						25
Education				60	60	47
Legacy	25,545				25,545	1,000
Fundraising activities						
200 Club						5,000
Lottery, Coin Jars and Printers Inks				443	443	345
Adopt an artifact				30	30	
Profit from Fund Raising Events				1,416	1,416	1,545
Shop Surplus				777	777	625
Interest Received	11,339	815	889	1,743	14,786	11,786
Total	36,884	815	889	10,335	48,923	27,349

	Legacy	Building	Contingency	General	Total	2023
	£	£	£	£	£	£
EXPENDITURE						
Cost of generating funds						
Legacy Auction costs	2,696				2,696	
Total	2,696	0	0	0	2,696	0
Charitable activities						
Premises						456
Ground Rent				456	456	
Rates				112	112	115
Electricity				896	896	430
Water				185	185	125
Cleaning				979	979	1,005
Repairs and Maintenance				246	246	1,470
Security/Fire Systems	5,327			1,261	6,588	827
Depreciation				1,052	1,052	1,052
Reception/Museum sign						12,438
Collections				369	369	488
Exhibition Costs				420	420	580
Insurance				1,952	1,952	2,143
Education				51	51	28
Research/Family History				440	440	-154
Total	5,327	0	0	8,419	13,746	21,003
Governance costs						
Hall and AGM Expenses				203	203	69
Printing, Postage, Stationery				382	382	1,025
Telephone				900	900	785
Subscriptions				119	119	138
Publicity				639	639	578
Independent Examiner's fees	1,008				1,008	960
Equipment				548	548	
Computer Software etc				80	80	
Bank charges				136	136	54
Stewards and Helpers Social				58	58	167
Sundry Expenses				52	52	166
Total	1,008	0	0	3,117	4,125	3,942
Total resources expended	9,031	0	0	11,536	20,567	24,945
EXCESS OF INCOME OVER EXPENDITURE	£27,853	£815	£889	-£1,201	£28,356	£2,404

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024

Balance Sheet

	2024		2023
	£	£	£
FIXED ASSETS			
Premises		10,019	11,071
CURRENT ASSETS			
Bank accounts	321,814		292,899
Cash in Hand	60		60
Debtors and Prepayments	560		
Stocks for Resale	718		718
		323,152	293,677
CURRENT LIABILITIES			
Creditors	101		101
Subscriptions in Advance	80		0
Accruals	1,494		1,507
		1,675	1,608
NET CURRENT ASSETS		321,477	292,069
TOTAL NET ASSETS		331,496	303,140

	2024		2023
	£	£	£
<i>Represented by:</i>			
General fund			
Brought forward	51,715		49,737
Transfer (to)/from Legacy Fund	-1,008		-3,342
Transfer (to)/from Research/Family History Fund	0		674
Transfer (to)/from Contingency Fund	0		0
Excess of Expenditure/Income	-1,201		4,646
		<u>49,506</u>	<u>51,715</u>
BUILDING FUND			
Brought forward	15,914		15,246
Excess of Expenditure/Income	815		668
		<u>16,729</u>	<u>15,914</u>
CONTINGENCY FUND			
Brought forward	17,349		16,621
Transfer (to)/from General Fund	0		0
Excess of Expenditure/Income	889		728
		<u>18,238</u>	<u>17,349</u>
LEGACY FUND			
Brought forward	218,162		218,435
Transfer (to)/from General Fund	1,008		3,342
Excess of Income	27,853		-3,615
		<u>247,023</u>	<u>218,162</u>
RESEARCH FUND			
Brought forward	0		697
Transfer (to)/from General Fund	0		-674
Excess of Expenditure/Income	0		-23
		<u>0</u>	<u>0</u>
		<u>331,496</u>	<u>303,140</u>

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024


For the year ending 31st December 2024, the charity was entitled to exemption from audit under section 144(1) (audit) of the Charities Act 2011 as amended by the Charities Act 2011 (Accounts and Audit) Order 2015.

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

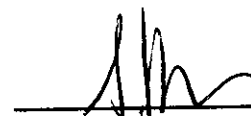
These accounts have been prepared in accordance with FRS102 SORP.

On behalf of the trustees

28th February 2025



R Bowman



JJ Keane

The Steyning Museum Trust
Registered Charity No 1169540
for the year ended 31 December 2024

Notes to the Accounts

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities 2005 and the Charities Act 2011. The accounts are prepared using the accrual basis.

1.2 Incoming resources

Income is accounted for in the period in which the charity is entitled to receipt.

1.3 Resources expended

Expenses are provided for on an accruals basis.

1.4 Tangible fixed assets and depreciation

The charity has a 75 year lease on land in Steyning granted in July 2005. The charity built the museum premises on the land at a cost of £96,028 with a grant of £75,000. The building must be removed at the end of the term of the lease. The trustees of the charity are writing the net cost off over 20 years.

1.5 Taxation

The charity is registered with the Charity Commission and is exempt from corporation tax as all of its income is applied for charitable purposes.

2 Voluntary income

	2024	2023
	£	£
Subscriptions	2,373	3,710
Donations	3,553	3,338
Fundraising activities	1,889	6,890
Legacies	25,545	1,000
Shop surplus	777	625
	<u>34,137</u>	<u>15,563</u>

3 Investment income

	2024	2023
	£	£
Interest receivable	14,786	11,786

4 Governance costs

	2024	2023
	£	£
Independent examiner's fees	1,008	960
Other administrative costs	<u>3,117</u>	<u>2,982</u>
	4,125	3,942

5 Trustees

None of the trustees, or any persons connected with them, received any remuneration during the year, and none were reimbursed for any expenses, other than those incurred as agents for the charity.

6 Employees

There were no employees during the year.

7 Fixed assets

	Premises
	£
Cost at 31 December 2023	<u>21,028</u>
Depreciation	
At 31 December 2023	9,957
Provided in year	1,052
At 31 December 2024	11,009
Net book value	
At 31 December 2023	<u>11,071</u>
At 31 December 2024	<u>10,019</u>

8 Cash at bank and in hand

	2024	2023
	£	£
Charity Deposit Building Fund	16,729	15,914
Charity Deposit Contingency Fund	18,239	17,350
Charity Deposit Legacy Fund	247,024	218,163
Charity Deposit Income Fund	31,592	29,849
Bank Current Account	<u>8,230</u>	<u>11,623</u>
	321,814	292,899

9 Debtors

	2024	2023
	£	£
Prepaid expenses	560	0

10 Creditors: amounts falling due within 1 year

	2024	2023
	£	£
Creditors	101	101
Subscriptions in Advance	80	0
Accruals	1,494	1,507
	<u>1,675</u>	<u>1,608</u>

11 Control

The Charity is controlled by the Trustees

THE STEYNING MUSEUM TRUST

England & Wales - Charity number 1169540

Accounts

STEYNING MUSEUM TRUST Charity No. 1169540

Trustees Report Financial Year Ending 31/12/23

This year(2023) Steyning Museum celebrated its 40th Anniversary . We wouldn't have reached this milestone if it wasn't for the wonderful dedication of all our members and volunteers.

For many years the Museum has wanted to refurbish our Reception, Shop, and Research area. Finally this year it happened. Our thanks go to all the volunteers who made this possible and to Joan Denwood and Maggie Hollands the Project Leaders.

As always we would still like to recruit more volunteers at the moment we only have 61 Stewards. They are vital for keeping the Museum open, so please spread the word as we need some more people so the Museum can continue to flourish. Thank you to Gillian Brown and Vivien Kingston – Jones our Rota Organisers for their sterling work in keeping the Museum open.

The Social Events Team have been busy with Coffee Mornings , Afternoon Tea, a Quiz, and the wonderful Christmas Raffle. The Trustees would like to thank Maggie Hollands and her marvellous team of helpers for all their hard work. Their fund raising events provide vital funds for the Museum.

Reports from our other teams.

COLLECTIONS

During the year ended 31.12.2023, the Museum has received 49 individual donations comprising a total of 113 objects which include the Archive of the Steyning Ramblers Club 1971 to 2022, 2 separate lots of documents from the Steyning Society archive, documents from the Steyning Grammar School archive and documents from the Steyning Bramber and Beeding Trefoil archive. These exclude 4 oral history CD recordings with transcripts and supporting documents and 3 written memories by local people donated via Joan Denwood, Pamela Platt, Jon Young and Vivien Kingston – Jones, members of the Museum's Oral History Team.

The Museum also received a collection of a large variety of archaeological finds which had been deposited with the Sussex Wildlife Trust at Small Dole.

Some of the contents of the 4 archives had to be individually accessioned with the result that 176 objects have been individually accessioned.

The oral histories and written memories were from Roger Millman, Frank Kitchen, Peter (Kid) Humphries (this was in the form of an Eulogy and personal documents) Kit and Maurice Evans (wartime memories) Martin Toomey and Catherine Mant.

The Museum has also received 9 objects on short-term loan, primarily for the Gluck exhibition, one of which a print of Gluck's painting "The Devil's Altar" in a Gluck patented style frame has been donated to the Museum by Jaki Rance.

Other donated objects of interest are :

1. Booklet about history of Gatewick House (1189-1965)

2. 2 Documents (copies) relating to the life of Steyning's own athlete John(Johnny) Henderson.
3. A folder containing a collection of local people's memories, photographs, plays, poems reflecting their experience of the Covid – 19 Pandemic.
4. Two bundles of title deeds and other documents relating to properties previously owned by George Thomas Breach.
5. A Star Hand Vacuum Cleaner c1910 which was on display at the last A.G.M.
6. A signed copy of an article by Gluck.
7. Nick Quin has completed the transfer to CDs of further cassette recordings already in the Collection and is willing to continue with this task.
8. Guy Standen has successfully photographed and saved to the Museum computer, the contents of the Steyning Football Club Scrapbook. It is a fragile document but the contents are valuable sources and are by no means exclusively football orientated.

The Museum is now in its 7th year of using Modes data entry system. In last year's report we mentioned that the process of transferring the Legacy Catalogue to Modes was on-going but was proving rather longer than we would have wished, mainly because we are reliant on the services of our contact at Modes to carry out the last steps in the process. Whilst we suspect that our annual fee paid to Modes for help and support should probably cover this task, Liz Hall has offered to deal with the process herself. She has been keen to "practise" the process to ensure no errors but ultimately we hope that Shirley Bloomfield and I will be able to perform these final steps in the transfer process and thus speed up the transfer of all the categories.

As it stands the following categories are ready for transfer: Archaeology and History, Arts Architecture and Buildings and Childhood. Liz hopes to have time to transfer these in the next few weeks.

My thanks to Liz Hall and Shirley Bloomfield for their invaluable help with Modes, to Peter Burton for carrying out the repairs and cleaning required to some donated objects and to Linda Aitkin and the Stewards for their assistance in dealing with visitors' enquiries and retrieving objects/documents/ photographs for them when practicable.

Margaret Benham. Collections Manager.

EXHIBITION TEAM REPORT. 2023-4

The team mounted the following exhibitions,

WOMEN OF THE DOWNS. Looked at the contribution to society by local female figures.

STEYNING HIGH STREET, THEN AND NOW. Saw old images next to up to date photographs.

BRAMBER CASTLE 950 Celebrated the 950th anniversary with a striking manikin of the Norman Knight William de Braose who built it.

FROM LAND TO LOAF. Celebrated local bakeries.

ANIMAL FARM. Viewed local farming through the images of animals.

WINTER WONDERLAND. Portrayed the local area in past years under snow.

STEYNING MUSEUM AT 40. Celebrating our 40th anniversary.

We also accommodated the Hub for the annual Arts Trail.

The Exhibition Team has experienced a change in personnel this year but has maintained the regular cleaning of the exhibits.

Andrew Woodfield.

Oral History Group.

This year we interviewed six people

. Catherine Mant - childhood in Upper Beeding and Staplefields Farm, Steyning, grandparents owned Staplefields Farm.

.Chris Tod- Curator of Steyning Museum who retired in 2017 after 25 years . In charge of setting up the present museum layouts and exhibitions.

.Val Hodges- Lifelong resident of Steyning area, owner of Brooks Butcher shop for 14 years.

.Ruth Witherden- Lifelong resident of Steyning, childhood spent in market garden run by parents in Botolphs.

.Biff Manvell- He was a fireman on the Steyning Line for 5 years on the steam trains before the line was closed. Lives in Horsham, never a resident of Steyning.

Colin Grey – Lifelong resident of Steyning. Donated the Scottish dancing cup.

Vivien Kingston –Jones. Oral History Team.

EDUCATION TEAM.

7-16TH April 23 Easter Family Quiz 45 families completed the quiz.

19th April 2 Year 4 classes investigated the Saxons

22nd May am. – very short notice 2 year 3 classes learnt about the Smugglers.

22nd May pm - very short notice 2 year 1 classes looked at Timelines.

14th June 11 U3A Worthing Local History Group

15th November Shoreham College Year 1 TOYS.

23rd November Young Farmers 7pm to look at farming exhibitions.

RESEARCH TEAM.

Jacquie and Lois received and researched about 80 enquiries from 4 of the continents in 2023.

They thoroughly enjoyed the detective work that is often required, sleuthing out hidden gems of information,

This was the year of hidden graves and clockmakers, a WW2 Heinkel bomber crash, Saxon bones and a killer volcano in Iceland and the poisoned air reached the whole of the Northern hemisphere, that raised the Steyning death- rate fourfold, and many other subjects. But most of all queries about "lost relatives" and building family trees.

Several of our enquirers gave or sent donations to the Museum in thanks for our help. We are very grateful for the donations but most of all we treasure the messages that are sent. One message said "FANTASTIC , we had no idea you could go back that far." Another message said "thank you ,thank you, thank you, I'm so glad I wrote to you.

As you may remember our longstanding website team Linda Denyer and Doug Thompson decided to step back from the role. Although, they are still involved.

Our new team comprising of Nick Quin, Barbara Chandler, and Philip Hoare have worked together to create our new website.

WEBSITE REPORT.

The report covers the period from 9th June to mid-January 2024. The earliest date being when we migrated our website from Fasthosts to IONOS. The second part of migration took place at the beginning of November when we relaunched our redeveloped website which is now based on WordPress.

One has to be cautious when interpreting the statistics reported by the website. The numbers can appear to be greatly enhanced by the activities of the various search engines "Robots" as they visit the website in order to keep their indexes up to date.

Needless to say there are also some "rogue" robots presumably looking for vulnerabilities! The erroneously high counts have been ignored for this report. Over the period visitor numbers to the website have been fairly even month –by- month with daily numbers ranging between about 40 and 120. On average, visitors look at between 1 and 3 pages.

As might be expected around two thirds of visitors will " land" on the "home page" either by typing in our URL directly or via a search engine such as GOOGLE. However , a number of other pages are arrived at as people search for a specific topic. Significant examples include Walter Potter, Brotherhood Hall ,St Cuthman, Stanley Purvis(of Mouse Lane fame) Fanny Cornforth and Chanctonbury Ring. The layout of the new website differs quite significantly from the old version and the home page highlights links to several topics that we consider to be of particular interest , Visiting us, Exhibits, Membership, Family History, Education, Archives, and Shop. Time will tell if our website visitors agree with our selection.

The most popular pages include the "landing pages" selection mentioned previously, but in a few months since November , Visiting us, Exhibitions, current and new Exhibitions and Family History are proving of interest as was hoped for.

Some references to specific pages for example WIKIPEDIA entries, now point to out-of-date locations resulting in page not found errors for the user. Over time this will be corrected. Helpfully to date, two emails have been received from people alerting us to broken links.

Nick Quin.

As always the Trustees and the Management Committee would like to extend our gratitude and thanks to our " behind the scenes volunteers" , who continue to provide support and advice in order to maintain Steyning Museums role in the Community.

Muriel Wright Vice-Chairperson.

Muriel Wright
16th March 2024

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2023

SHORE ACCOUNTING LTD
Accountants
4 Mason's Yard
177 Westbourne Street, Hove
East Sussex, BN3 5FB

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

Trustees' Report

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Christopher Tod

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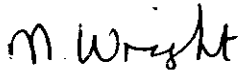
THE STEYNING MUSEUM TRUST
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FOR THE YEAR ENDED 31 DECEMBER 2023

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On behalf of the trustees.



M Wright - Vice Chair

16th March 2024

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Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

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R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
16th March 2024

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

Statement of Financial Activities

	<u>Legacy</u>	<u>Building</u>	<u>Research</u>	<u>Contin- gency</u>	<u>General</u>	<u>2022</u>
	£	£	£	£	£	£
<u>INCOME</u>						
Subscriptions received					3,710	3,140
Donations						
General					3,164	2,985
In Memorium	102					0
Steypning Family History			25			326
Education					47	0
Legacy	1,000					56,739
200 Club					5,000	0
Lottery, Coin Jars and Printers					345	467
Inks						
Sponsorships and Grants					0	1,000
Profit from Fund Raising					1,545	1,545
Events						
Shop Surplus					625	637
Interest Received	9,137	668		728	1,253	2,415
	10,239	668	25	728	15,689	69,254

	<u>Legacy</u>	<u>Building</u>	<u>Research</u>	<u>Contin-</u> <u>gency</u>	<u>General</u>	<u>2022</u>
	£	£	£	£	£	£
<u>EXPENDITURE</u>						
Hire of Hall and AGM Expenses					69	155
Printing, Postage and Stationery			48		977	1,053
Telephone					785	707
Insurance					2,143	2,124
Subscriptions					138	87
Premises					456	456
Ground Rent						
Rates					115	1,088
Electricity					430	332
Water					125	101
Cleaning					1,005	798
Repairs and Maintenance					1,470	1,646
Security and Fire Systems					827	682
Depreciation					1,052	1,052
Exhibition Costs					580	0
Publicity	456				122	111
Stewards and Helpers Social					167	161
Sundry Expenses					166	113
Equipment					0	125
Education					28	0
Collections/ Collection Management					488	0
Research/SteYning Family History					-154	0
Computer Software and Training					0	267
Accountancy	960					2,400
Bank charges					54	14
Reception/Museum sign	12,438					1,641
Museum Extension						857
	13,854	0	48	0	11,043	15,970
<u>EXCESS OF INCOME OVER EXPENDITURE</u>	<u>-£3,615</u>	<u>£668</u>	<u>-£23</u>	<u>£728</u>	<u>£4,646</u>	<u>£53,284</u>

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

Balance Sheet

	<u>2023</u>		<u>2022</u>
	£	£	£
<u>TANGIBLE ASSETS</u>			
Premises		11,071	12,123
<u>CURRENT ASSETS</u>			
Charity Deposit Building Fund	15,914		15,246
Charity Deposit Contingency Fund	17,350		16,621
Charity Deposit Legacy Fund	218,163		192,517
Charity Deposit Income Fund	29,849		28,596
Bank Current Account	11,623		34,728
Bank Account - Steyning Family History	0		1,850
Cash in Hand	60		60
Stocks for Resale at Valuation	718		993
		293,677	290,611
<u>CURRENT LIABILITIES</u>			
Subscriptions in Advance	0		210
Accruals	1,507		1,200
Sundry Creditors	101		588
		1,608	1,998
<u>NET CURRENT ASSETS</u>		292,069	288,613
<u>TOTAL NET ASSETS</u>		303,140	300,736

	<u>2023</u>		<u>2022</u>	
	£	£		£
<i>Represented by:</i>				
<u>General fund</u>				
Brought forward	49,737		49,457	
Transfer (to)/from Legacy Fund	-3,342		1,833	
Transfer (to)/from Research/Family History Fund	673		0	
Transfer (to)/from Contingency Fund	0		-161	
Excess of Expenditure/Income	<u>4,646</u>		<u>-1,392</u>	
		<u>51,714</u>		<u>49,737</u>
<u>BUILDING FUND</u>				
Brought forward	15,246		15,099	
Excess of Expenditure/Income	<u>668</u>		<u>147</u>	
		<u>15,914</u>		<u>15,246</u>
<u>CONTINGENCY FUND</u>				
Brought forward	16,621		16,460	
Transfer (to)/from General Fund	0		161	
Excess of Expenditure/Income	<u>728</u>		<u>0</u>	
		<u>17,349</u>		<u>16,621</u>
<u>LEGACY FUND</u>				
Brought forward	218,435		165,739	
Transfer (to)/from General Fund	3,342		-1,833	
Excess of Income	<u>-3,615</u>		<u>54,529</u>	
		<u>218,162</u>		<u>218,435</u>
<u>RESEARCH FUND</u>				
Brought forward	697		697	
Transfer (to)/from General Fund	-673		0	
Excess of Expenditure/Income	<u>-23</u>		<u>0</u>	
		<u>1</u>		<u>697</u>
		<u><u>303,140</u></u>		<u><u>300,736</u></u>

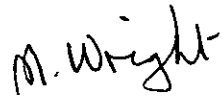
THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

For the year ending 31st December 2023, the charity was entitled to exemption from audit under section 144(1) (audit) of the Charities Act 2011 as amended by the Charities Act 2011 (Accounts and Audit) Order 2015.

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

These accounts have been prepared in accordance with FRS102 SORP.

On behalf of the trustees



M Wright - Vice Chair



P H Norris

16th March 2024

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

Notes to the Accounts

1 Accounting policies

1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Charities Act 2011.

1.2 Incoming resources

Income is accounted for in the period in which the charity is entitled to receipt.

1.3 Resources expended

Expenses are provided for on an accruals basis.

1.4 Investments

The charity has a 75 year lease on land in Steyning granted in July 2005. The charity built the museum premises on the land at a cost of £96,028 with a grant of £75,000. The building must be removed at the end of the term of the lease. The trustees of the charity are writing the net cost off over 20 years.

1.5 Taxation

The charity is registered with the Charity Commission and is exempt from corporation tax as all of its income is applied for charitable purposes.

2 Trustees

None of the trustees, or any persons connected with them, received any remuneration during the year, and none were reimbursed for any expenses, other than those incurred as agents for the charity.

3 Employees

There were no employees during the year.

4 Fixed assets	Premises £
Cost at 31 December 2022	<u>21,028</u>
Depreciation	
At 31 December 2022	8,905
Provided in year	<u>1,052</u>
At 31 December 2023	<u>9,957</u>
Net book value	
At 31 December 2022	<u>12,123</u>
At 31 December 2023	<u>11,071</u>

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2023

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts of The Steyning Museum Trust for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, in carrying out my examination I have followed all applicable 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act or
2. the accounts do not accord with those records or
3. 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 accounts to be reached.



R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
16th March 2024

THE STEYNING MUSEUM TRUST

England & Wales - Charity number 1169540

Accounts

Steyping Museum Trust Charity No.1169540

Trustees Report Financial Year 31/12/2022

The Trustees would like to thank all our members and volunteers for all their support and hard work throughout the year. without you Steyping Museum wouldn't be the wonderful Museum it is today. At the moment our membership numbers are 275.

Along with many other Museums we are still trying to improve our finances which took a knock during the Pandemic. The installation of a Sum up machine is helping. We had 76 pay ins in 2022, some of which certainly added to our bank balance. We are using the Covid grants to pay for the running costs of the Museum. We have been very fortunate to receive some substantial legacies. The Trustees decided that the interest earned on the legacy money would also go towards the Museums running costs.

The Trustees have agreed that some of the legacy money will be used to refurbish the reception area, the shop and the research shelves. We hope to begin work in the summer 2023.

Our coffee mornings are still very popular as are the splendid cream teas our Social Events team organise. Many thanks, to Margaret Hollands and her team. The Christmas Raffle was also a success.

Our behind the scenes volunteers continue to carry out sterling work. I would like to thank them all.

Many visitors have commented on the Audio guide and the listening posts set up by Nick Quinn and the oral history team. They certainly enhance the Visitor Experience.

Our Exhibitions continue to educate and delight everyone.

Exhibition Team Report.

During the past year the past year the team have routinely cleaned the permanent exhibits and mounted ten temporary exhibitions:

IN MEMORIAM. {marking the closure of the historic Church Street Grammar School building.}

UPPER BEEDING :Aspects of a village

QUEEN ELIZABETH II: Accession

THE ANNUAL STEYNING ARTS TRAIL. In collaboration with Steyning Arts

A HISTORY OF CHARLTON STREET.

STEYNING WALKING FESTIVAL {To mark the newly formed Walking Festival}

BOOZE – MADE IN STEYNING {Our local Breweries for the Steyning Food and Drink Festival}

INVASION – Steyning Prepares for the threat of Napoleon {for Steyning Heritage Days.}

A TRIBUTE TO QUEEN ELIZABETH II

SEASONS GREETINGS. {A Festive exhibition for Christmas and the New Year}

Andrew would like to thank the exhibition and maintenance teams and all who have assisted during the course of my time as Exhibition Curator and extend his best wishes to his successor.

The Museum Website continues to receive compliments both nationally and internationally. There is always something interesting to read.

Our thanks go to Lynda Denyer and Doug Thompson for their outstanding work and their dedication to the museum.

WEBSITE REPORT

RESEARCH AND ARCHIVES REPORT FROM Jacquie Buttriss.

EDUCATION REPORT FROM JOAN DENWOOD.

COLLECTIONS MANAGEMENT REPORT FROM Margaret Benham.

Steyning Museum Website Report 2023
By Lynda Denyer, Website Editor

	Last Year 23/2/21 to 22/2/22	This Year 1/1/22 to 31/12/22	This Year compared to Last Year
Total web page views	27,231	23,092	Down by 4,139
Total web site visitors	21,254	18,062	Down by 3192
New web site visitors	20,390	17,299	Down by 3,091
Returning visitors	864	763	Down by 101
Average page views daily	74.6	63.3	Down by 11.3

The website statistics this year run from January to December to meet the auditing deadline. They were previous produced in February, as can be seen in last year's figures.

Website use is now almost down to pre-covid levels. The lockdowns of 2020 and 2021 produced large spikes in viewing figures. In fact 2022 shows a 5 per cent increase compared with 2019 and so this year's figures, though down, are not a reason for concern.

These statistics are compiled from tracking software within the site. This is very basic and therefore free of charge. Commercial organisations use the more sophisticated options available. No individual users of the museum website can be identified in any way. Many people are now using browsers which can block tracking for privacy purposes. Viewing figures may show an apparent reduction in future because of this trend.

The most popular page was the Museum page, showing an interest in who we are and how to visit us. The History pages dominate website views overall. They show large peaks in individual topics related to media articles or in term-time, suggesting frequent use by schools. 86 per cent of our website users were in the UK. The Walter Potter page is again generating continuous international interest. He is still an icon of modern art and taxidermy.

The website currently has 161 pages, including new additions from the Oral History Project. In addition, all the Museum Newsletters from February 2005 can be viewed as PDFs.

January, 2023
steyningmuseum.org.uk

RESEARCH AND ARCHIVES REPORT from Jacquie Buttriss

Jacquie and Lois have received a very varied range of enquiries during the year ending December 2022. We have also gained a number of very welcome additions to our archives.

First and foremost was the very generous offer by our fondly remembered, former archivist, David Thompson. Over many years, David has been collecting a veritable history library of his own, comprising a wide range of books relating to Steyning and its surrounding area. Having retired after 23 years, two, days a week of voluntarily building up our archives, David asked the Trustees of Steyning Musum whether we would be willing to accept his very generous donation of his entire history library, together with a further £1,000 to provide shelving and a repair fund for his more fragile books.

The Trustees unanimously and very gratefully agreed to accept David's offer and, as some of you know, Jacquie drove over to Burgess Hill last summer to collect all the 440+ books, carrying them in wheelbarrow loads from David's house to her car.

These books have all been accessioned and are in use as a very helpful source of local knowledge and appreciation of our history.

Throughout the he year, we have enjoyed enquiries and visits to our Research Hub by all ages, sfrom 13 to at least 93! We have also discovered an ever growing assortment of peoples' memories and facts, often quirky, fascinating or outrageous!

Last but by no means least, Lois put in a great amount of time and effort in researching some of the most interesting and unusual stories of those former inhabitants who were buried in our churchyard. With the help of Nick Quinn's recording skills and and more than twenty kind volunteers reading aloud Lois's scripts, these stories have now become our 'Graveyard Gossip' audio tour of the churchyard, as an app or a printed transcript, both available at the museum.

Education Annual Report Jan 22 - Dec 22

During 2022 we had visits from Year 2 and Year 5 from Steyning Primary School. The topics were Street Detectives and Tudor buildings. These involved 117 children and 21 adults and it was good to have them visiting again after the covid break.

We also had a visit from Year 1 Shoreham College, topic Toys Old and New. 11 children 2 adults, donation £22.

We initiated an Easter Weekend Family Quiz, which may become a tradition. All children get a 'treat' for having a go. This proved to be a very successful event with 32 families taking part.

We did an outreach visit to a Care Home in Horsham. As an introduction we did an on-screen presentation of photographs of Steyning, for those who didn't know Steyning. Our topic 'Toys' was well received with lots of hands on fun for 15 residents. We received a donation of £40.

We supported the Friends of the Church in their Fun with Tudors afternoon by 3 of us taking our museum children's Tudor costumes to the church and by involving at least 30 children, it seemed a lot more!

An Education Team of 6 (instead of the usual 2) was created in the hope of spreading the workload and getting new ideas. We hold regular meetings to keep the team informed of past and future events.

In addition 5 new museum stewards had their induction training.

ORAL HISTORY

The Oral History Team have added 5 new interviews to the museum's collection. The 2 listening posts continue to be working well, with one particularly poignant topic being called In Memoriam and including memories of Steyning Grammar School Church Street, after its closure.

Joan Denwood

COLLECTIONS MANAGEMENT REPORT FOR AGM .03.2022- Year ending 31.12.2022

During the year ended 31.12.2022, the Museum has purchased 1 object and received 45 individual donations comprising a total of 191 objects excluding a personal collection/ library of history books, collections of archaeological finds and the CDs, documentation and photographs accompanying the oral history donations. The Museum has also received a number of objects on loan, primarily for temporary exhibitions.

The objects donated included:

1. From our retired archivist David Thompson, his history library of over 312 books including 4 antiquarian volumes namely the Reverend Cartwright's 'Topography of Western Sussex -Rape of Bramber' published in 1830 and 'Topography of Western Sussex-Rape of Arundel' by Cartwright and the Rev Dallaway published 1832; Volumes 1 and 2 of the Rev Thomas Horsfield's History of the County of Sussex plus a full set of the 7 so far published volumes of the Victoria County History of Sussex. My thanks to Jacquie and Lois who have found space in the Research Hub for the majority of these. David's library is being accessioned as a Collection and David has kindly donated £1000 to cover the cost of any additional shelving or other accessories required to make space for the books in the Museum
2. 7 oral history CD recordings, transcriptions and supporting photographs and other documents, have been donated via Joan Denwood, Pamela Platt and Jon Young, members of the Museum's Oral History Team.
3. 2xSouthern Railway signs formerly at the Bramber section of the Steyning Line. These are now part of the permanent Railway display.
4. A lovely book published in 1906 of prints of paintings of Sussex by the artist Wilfred Bell.
5. A collection of documents relating to Robert and Edward Woolgar, the sons of Charles Ambrose including the WW1 Trench Diary of Edward Woolgar covering the early months of that war.
6. From Professor Sheila English, 12 bags of finds from the Test Pitting at the Museum grounds prior to the extension in 2019. 22 further bags of finds from that Test Pitting were received later in the year. The Museum also received 93 bags of sherds found during field - walking at the site of the Deserted Village also in 2019.
7. Several objects from the estate of John Woolgar who died in 2021, including a Georgian cottage long case clock by Richard Longhurst of Steyning. The current case may have been made by Charles Ambrose or possibly his son Harold.
8. A silver mug /tankard engraved showing it to be a gift from the Saskatoon Light Infantry, which was billeted in Steyning in WW2, to Jack Hunt , the then Landlord of the Soldier's Return.
9. 10 pieces of Iron Age sherds from Park Brow. These were from the collection of Garnet Wolseley and donated to us by the Hampshire Cultural Trust

10. 5 WW1 medals and 2 Military death plaques awarded posthumously to Frederick and Peter Allen from Wiston with letters to their father accompanying those awarded to Frederick.
11. 29 walking medals awarded to Upper Beeding resident Peter Frederick Hill (now deceased) mainly for success in the Steyning Easter Monday walking races
12. A large silver rose bowl being the George Gray Challenge Cup . George Gray lived in Upper Beeding and ran the local Scottish Reel Society. His brother Colin residing in Shootingfield donated the cup and other related objects during a ceremony at the Museum attended by the local press.

Of the donations, 177 individual objects/items have been accessioned to date. This figure does not include the oral histories, the finds from the archaeological digs or David Thompson's Library.

The Museum purchased for £20.00 a Post Medieval silver cufflink (one part only) found at Bramber in 2018. This was made during the reign of Charles 11.

The Museum made unsuccessful bids at Tooveys for a number of postcard photographs of scenes of Bramber and Steyning. The lesson learned is that in future, rather than rely on telephone bids, a Museum volunteer will have to attend the auction.

The review of the books in the Collection has now been completed.

The Museum is now in its 6th year of using the Modes data entry system. We have been very fortunate this year in acquiring the services of one of our new volunteers Shirley Blomfield who has had practical experience of using Modes whilst volunteering at the Buckinghamshire County Museum. In addition to helping with the inputting of object records she has found time to hold courses for the Research, Exhibition/Display and Oral History Teams on how to search the records on Modes. The process of transferring the Legacy Catalogue to Modes is on- going but is proving longer than we would have wished mainly because we are reliant on the services of our contact at Modes to carry out the last steps in the process.

My thanks to Liz Hall for her invaluable help with Modes, to Peter Burton for carrying out the repairs and cleaning required to some donated objects and to Linda Aitkin for her assistance in particular in re-boxing and transferring the Museum's Photograph Collection to the Carman Room.

18.01.2023

Margaret Benham Collections Manager

There will be changes to the Management Committee. Erica Gayler our Membership Secretary and Newsletter Editor has decided to step down and we would like to thank her for all her hard work and loyal support that she has given to the museum.

We would like to welcome Leonie Etherington as our new Membership Secretary and Newsletter Editor.

Also welcome to Phil Etherington and Mick Bullen who are our new maintenance and security team.

Andrew Woodfield has also stepped down as Curator of Exhibitions. Thank you for all your sterling work.

Welcome to Jaki Rance our new Curator of exhibitions.

After 28 years Paul Norris has decided to retire. Although, he will, still be a Trustee. Pauls tireless work has enabled the Museum to maintain such a high bar when it comes to the quality of the face we offer to the public. Paul has saved the Museum very significant sums of money over the years. Paul has also put in hours of work to provide clear and detailed accounts to enable the Trustees and Management Committee to make good decisions on how to spend it. Also his knowledge and contacts he has and the advice he has given has frequently been of very great benefit to the Museum.

On a personal note I would like to thank Paul for all his help and advice he has given to me during my years as Chairman.

The Trustees would like to welcome Sean Keane as our new treasurer.

Finally having completed my 7 years as Chairman I would like to thank everyone for all their help and support over the years.

Muriel Wright .

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2022

SHORE ACCOUNTING LTD
Accountants
4 Mason's Yard
177 Westbourne Street, Hove
East Sussex, BN3 5FB

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Trustees' Report

The Trustees present their report and accounts for the year ended 31 December 2022.

Structure, governance and management

The trust is a charity governed by the Constitution of the Trust which was adopted on 16 October 2016.

The trustees who served during the year were:

Jacque Bernadette Buttriss
Helen Craven Coutrouzas
Paul Henry Norris - Treasurer
Muriel Wright - Chair
Christopher Tod

Objectives and activities

The objects of the charity are for the public benefit and are restricted to the following:

1. To maintain Steyning Museum for the public display of material evidence which illustrates the local history of Steyning and its adjacent parishes (Ashurst, Bramber, Upper Beeding and Wiston) for the delight, interest and to advance the education of the public.
2. To care for and conserve the museum collection and develop it as appropriate.
3. To interpret the collection for the education of people of all ages and levels of ability.
4. To promote research to understand the collection and associated local history and make the results of the research accessible.

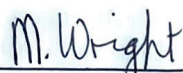
The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Financial review

The trustees are satisfied with the result for the year and anticipate that the trust will have resources available to promote the object of the trust in the forthcoming year.

It is the policy of the trust to retain sufficient reserves to support the future activities of the trust. None of the trusts reserves are restricted.

On behalf of the trustees.



M Wright - Chair
16th March 2023

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts of The Steyning Museum Trust for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, in carrying out my examination I have followed all applicable 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act or
2. the accounts do not accord with those records or
3. 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 accounts to be reached.



R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
16th March 2023

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Statement of Financial Activities

	<u>Legacy</u>	<u>Building</u>	<u>General</u>	<u>2021</u>
	£	£	£	£
INCOME				
Subscriptions received			3,140	3,799
Donations - General			2,985	3,616
- In Memorium				285
- Steyning Family History			326	290
Legacy	56,739			160,544
Lottery, Coin Jars and Printers Inks			467	338
Sponsorships and Grants			1,000	1,000
Profit from Fund Raising Events			1,545	1,802
Shop Surplus			637	152
Charity Deposit Interest Received	1,831	147	437	6
	<u>58,570</u>	<u>147</u>	<u>10,537</u>	<u>171,832</u>
EXPENDITURE				
Hire of Hall and AGM Expenses			155	-
Printing, Postage and Stationery			1,053	504
Telephone			707	642
Insurance			2,124	2,049
Subscriptions			87	84
Premises - Ground Rent			456	456
- Rates			1,088	562
- Electricity			332	-451
- Water			101	91
- Cleaning			798	502
- Repairs and Maintenance			1,646	2,581
- Security and Fire Systems			682	754
- Depreciation			1,052	1,052
Exhibition Costs			-	609
Exhibits			-	146
Publicity			111	-
Stewards and Helpers Social			161	-
Sundry Expenses			113	28
Equipment			125	-
Archival Storage			-	92
Computer Software and Training			267	738
Accountancy	2,400		-	-
Bank charges			14	-
Reception and Museum sign	1,641		-	-
Museum Extension			857	1,390
	<u>4,041</u>	<u>0</u>	<u>11,929</u>	<u>11,829</u>
EXCESS OF INCOME OVER EXPENDITURE	<u>£54,529</u>	<u>£147</u>	<u>-£1,392</u>	<u>£160,003</u>

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Balance Sheet

<u>TANGIBLE ASSETS</u>	£	£	<u>2021</u>	£
Premises		12,123		13,175
<u>CURRENT ASSETS</u>				
Charity Deposit Building Fund	15,246			15,099
Charity Deposit Contingency Fund	16,621			16,460
Charity Deposit Legacy Fund	192,517			157,195
Charity Deposit Income Fund	28,596			28,320
Bank Current Account	34,728			14,429
Bank Account - Steyning Family History	1,850			1,523
Cash in Hand	60			80
Stocks for Resale at Valuation	993			1,297
Debtor	-			95
		290,611		234,498
<u>CURRENT LIABILITIES</u>				
Subscriptions in Advance	210			120
Accruals	1,200			
Sundry Creditors	588			101
			1,998	221
<u>NET CURRENT ASSETS</u>				
<u>TOTAL NET ASSETS</u>				
		288,613		234,277
		300,736		247,452
<i>Represented by:</i>				
<u>General fund</u>				
Brought forward				60,226
Transfer (to)/from Legacy Fund	49,457			-5,193
Transfer to Contingency Fund	1,833			-5,031
Excess of Expenditure/Income	-161			-545
	-1,392			-545
		49,737		49,457
<u>BUILDING FUND</u>				
Brought forward				15,097
Excess of Income	15,099			2
	147			2
		15,246		15,099
<u>CONTINGENCY FUND</u>				
Brought forward				11,429
Transfer from General Fund	16,460			5,031
	161			5,031
		16,621		16,460
<u>LEGACY FUND</u>				
Brought forward	165,739			-
Transfer (to)/from General Fund	-1,833			5,193
Excess of Income	54,529			160,546
	54,529			160,546
		218,435		165,739
<u>RESEARCH FUND</u>				
Brought forward				697
		697		697
		300,736		247,452

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022

For the year ending 31st December 2022, the charity was entitled to exemption from audit under section 144(1) (audit) of the Charities Act 2011 as amended by the Charities Act 2011 (Accounts and Audit) Order 2015.

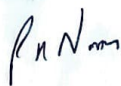
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with FRS102 SORP.

On behalf of the trustees


M Wright - Chair

16th March 2023


P H Norris - Treasurer

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2022

SHORE ACCOUNTING LTD
Accountants
4 Mason's Yard
177 Westbourne Street, Hove
East Sussex, BN3 5FB

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Trustees' Report

The Trustees present their report and accounts for the year ended 31 December 2022.

Structure, governance and management

The trust is a charity governed by the Constitution of the Trust which was adopted on 16 October 2016.

The trustees who served during the year were:

Jacque Bernadette Buttriss
Helen Craven Coutrouzas
Paul Henry Norris - Treasurer
Muriel Wright - Chair
Christopher Tod

Objectives and activities

The objects of the charity are for the public benefit and are restricted to the following:

1. To maintain Steyning Museum for the public display of material evidence which illustrates the local history of Steyning and its adjacent parishes (Ashurst, Bramber, Upper Beeding and Wiston) for the delight, interest and to advance the education of the public.
2. To care for and conserve the museum collection and develop it as appropriate.
3. To interpret the collection for the education of people of all ages and levels of ability.
4. To promote research to understand the collection and associated local history and make the results of the research accessible.

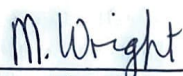
The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Financial review

The trustees are satisfied with the result for the year and anticipate that the trust will have resources available to promote the object of the trust in the forthcoming year.

It is the policy of the trust to retain sufficient reserves to support the future activities of the trust. None of the trusts reserves are restricted.

On behalf of the trustees.



M Wright - Chair
16th March 2023

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts of The Steyning Museum Trust for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, in carrying out my examination I have followed all applicable 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act or
2. the accounts do not accord with those records or
3. 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 accounts to be reached.



R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
16th March 2023

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Statement of Financial Activities

	<u>Legacy</u>	<u>Building</u>	<u>General</u>	<u>2021</u>
	£	£	£	£
INCOME				
Subscriptions received			3,140	3,799
Donations - General			2,985	3,616
- In Memorium				285
- Steyning Family History			326	290
Legacy	56,739			160,544
Lottery, Coin Jars and Printers Inks			467	338
Sponsorships and Grants			1,000	1,000
Profit from Fund Raising Events			1,545	1,802
Shop Surplus			637	152
Charity Deposit Interest Received	1,831	147	437	6
	<u>58,570</u>	<u>147</u>	<u>10,537</u>	<u>171,832</u>
EXPENDITURE				
Hire of Hall and AGM Expenses			155	-
Printing, Postage and Stationery			1,053	504
Telephone			707	642
Insurance			2,124	2,049
Subscriptions			87	84
Premises - Ground Rent			456	456
- Rates			1,088	562
- Electricity			332	-451
- Water			101	91
- Cleaning			798	502
- Repairs and Maintenance			1,646	2,581
- Security and Fire Systems			682	754
- Depreciation			1,052	1,052
Exhibition Costs			-	609
Exhibits			-	146
Publicity			111	-
Stewards and Helpers Social			161	-
Sundry Expenses			113	28
Equipment			125	-
Archival Storage			-	92
Computer Software and Training			267	738
Accountancy	2,400		-	-
Bank charges			14	-
Reception and Museum sign	1,641		-	-
Museum Extension			857	1,390
	<u>4,041</u>	<u>0</u>	<u>11,929</u>	<u>11,829</u>
EXCESS OF INCOME OVER EXPENDITURE	<u>£54,529</u>	<u>£147</u>	<u>-£1,392</u>	<u>£160,003</u>

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022
Balance Sheet

<u>TANGIBLE ASSETS</u>	£	£	<u>2021</u>	£
Premises		12,123		13,175
<u>CURRENT ASSETS</u>				
Charity Deposit Building Fund	15,246			15,099
Charity Deposit Contingency Fund	16,621			16,460
Charity Deposit Legacy Fund	192,517			157,195
Charity Deposit Income Fund	28,596			28,320
Bank Current Account	34,728			14,429
Bank Account - Steyning Family History	1,850			1,523
Cash in Hand	60			80
Stocks for Resale at Valuation	993			1,297
Debtor	-			95
		290,611		234,498
<u>CURRENT LIABILITIES</u>				
Subscriptions in Advance	210			120
Accruals	1,200			
Sundry Creditors	588			101
			1,998	221
<u>NET CURRENT ASSETS</u>				
<u>TOTAL NET ASSETS</u>				
		288,613		234,277
		300,736		247,452
<i>Represented by:</i>				
<u>General fund</u>				
Brought forward				60,226
Transfer (to)/from Legacy Fund	49,457			-5,193
Transfer to Contingency Fund	1,833			-5,031
Excess of Expenditure/Income	-161			-545
	-1,392			-545
		49,737		49,457
<u>BUILDING FUND</u>				
Brought forward				15,097
Excess of Income	15,099			2
	147			2
		15,246		15,099
<u>CONTINGENCY FUND</u>				
Brought forward				11,429
Transfer from General Fund	16,460			5,031
	161			5,031
		16,621		16,460
<u>LEGACY FUND</u>				
Brought forward	165,739			-
Transfer (to)/from General Fund	-1,833			5,193
Excess of Income	54,529			160,546
	54,529			160,546
		218,435		165,739
<u>RESEARCH FUND</u>				
Brought forward				697
		697		697
		300,736		247,452

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
FOR THE YEAR ENDED 31 DECEMBER 2022

For the year ending 31st December 2022, the charity was entitled to exemption from audit under section 144(1) (audit) of the Charities Act 2011 as amended by the Charities Act 2011 (Accounts and Audit) Order 2015.

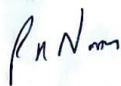
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with FRS102 SORP.

On behalf of the trustees


M Wright - Chair

16th March 2023


P H Norris - Treasurer

THE STEYNING MUSEUM TRUST

England & Wales - Charity number 1169540

Accounts

Steyping Museum Trust Charity No.1169540

Trustees Report Financial Year Ending 31/12/2021

We began 2021 in a country wide lockdown due to Covid 19. During this period only volunteers who could not work from home were allowed to go to the Museum.

Two volunteers would check on the Museum every week.

Obviously the lockdown had an impact on the Museums finances. No visitors and no fund raisers.

The Museum re-opened on June 2nd 2021. At first we struggled with being able to get enough Stewards to cover our opening times as a number of volunteers were still shielding. However thanks to the sterling work of our Rota Team and Stewards willing to do extra shifts we managed to keep the Museum open

The Management Team decided to carry out a recruitment drive to attract more volunteers to the Museum. Ray Powell our publicity officer put up a lot of posters and adverts in the local press. It was very successful and we now have enough Stewards to fill the Rota.

Our Social Events Team organised two very successful cream teas during the Summer months, and an Afternoon Tea in November. The Christmas Raffle was also very successful. All of these events raised some much needed revenue for the Museum.

During "Lockdown" our various teams were still busy as you will notice in the following reports.

EXHIBITION TEAM REPORT from Andrew Woodfield.

During the past year, despite interruptions because of the Covid Pandemic, we have managed to mount five exhibitions;

Allotments (for the Food and Drink Festival)

Bramber, Tourist Destination

20's Plenty (a collaboration with a local group)

Victory (WW2) and the new extended Bottle Display

We have also refurbished

The Shepherd Display

Touched by War

And the Children`s Corner.

I would like to thank the Exhibition and Maintenance teams and everyone who has loaned items. Also a big thank you to the Stewards who have proof read and corrected my Exhibition text.

Education and Oral History Joan Denwood.

Education-Unfortunately due to the Pandemic we have been unable to host any Education visits to the Museum. We are looking forward to welcoming groups in 2022.

Meanwhile I have been busy with new Stewards induction training since the last AGM report 24 new Stewards have joined us, with a few returning Stewards having refresher training.

Oral History team - We have continued catching up and completing our outstanding administration with 5 new candidates being added to the museum`s collection.

Our 2 listening posts are working well, with one static at the railway display and the 2nd one is moved around the museum to work with the different displays, involving research and additional recordings for each move.

The next reports are from ,

Research Team Jacquie Buttriss

Collections Management Margaret Benham

Steyning Museum Website. Lynda Denyer , Website Editor.

RESEARCH TEAM'S REPORT FOR STEYNING MUSEUM'S AGM 2022

Our first full year in the Museum's new Research Hub has been a joy for the research team. Jacquie and Lois have now colour-coded David Thompson's excellent archives to make them more user-friendly for all researchers and continue to add new findings.

We have also been blessed this year with the addition of a large and important collection. As some of you may know, Pat Nightingale has for many years collected and curated the histories of Bramber and Upper Beeding, their people, buildings and events. Last Summer, Pat decided it was time to retire and move nearer to her daughter's family. With the agreement of her committee, Pat approached us at Steyning Museum to ask if we would be willing to become the custodian of the archives of the Beeding and Bramber Local History Society. We already had some records of our neighbouring parishes, but are delighted now to add and integrate this comprehensive collection into Steyning Museum's archives in the Research Hub. We often have visitors enquiring about their forebears in the wider area, so we are very grateful for the addition of all these additional records

We have covered and reported back to enquirers a great many stories of local interest, from occultism, to the mystery death in the High Street of a man with a broken neck to the outrageous letters of a Southwick vicar with Steyning connections. Jacquie has compiled family trees and photographed the ongoing renovations of one of our older properties Church Street properties. Lois has been particularly busy in documenting the background stories of those buried in the Churchyard, which can be read in her excellent 'Graveyard Gossip' file. Building on this, and, with Nick Quinn's help, she has been working on an audio tour which will be accessible on mobile phones.

In the latter weeks of 2021, we started our 'Adopt-a-Scrapbook' project, with the ultimate goal of indexing the whole of our collection of newspaper cuttings over the past half century. Jacquie would like to thank all those stewards and members taking part. If anyone else would like to take part, do please let Jacquie now.

4

COLLECTIONS MANAGEMENT REPORT FOR AGM 19.03.2022- Year ending 31.12.2021

During the year ended 31.12.2021, the Museum has purchased one object and received 33 individual donations. These included

1. From Pat Nightingale, for the Beeding and Bramber Local History Society, - 6 donations each comprising a very substantial number of documents, photographs, maps, written records, research papers and books/booklets relating to the history of the local area; they basically comprise the Archive of the Society and the majority has been accessioned.
2. From The Steyning Society- 2 donations of OS Maps and plans and also a substantial part of its archive amounting to 91 different files of papers and documents. We have had to limit the items to accession or retain, primarily to those items that relate to the Society itself, some controversial planning issues and Gluck. A final decision as to what to accession has not yet been made.
3. 5 oral history CD recordings and transcripts have been donated via Pamela Platt and Jon Young, members of the Museum's Oral History Team.
4. 2 objects relating to Marlene Carman's position as chair of the Parish Council donated by Linda Coleman
5. A folder of original music scores handwritten by Elsie and Doris Waters. These are for the trombone part presumably for the orchestral backing for several of their songs. They were donated by a gentleman living in Catford
6. 1 male and 1 female mannequin, donated by Phil Abbot of the Chanctonbury Lions. These are useful for exhibitions and displays.
7. A large framed drawing by Howard Percival of part of the Nave of St Andrew's Church donated by the executrix of the will of Aileen Fairbanks, a long time steward and supporter of the Museum. This is now on display.

Of the donations, 299 individual objects/items have been accessioned to date. The Museum purchased the Rape of Bramber True Blue medal referred to in the report for last year's AGM.

The map chest that Pat donated in 2020 is now comfortably accommodated in the Carman Room and, after some adjustments by Paul and Guy, houses the OS Maps and Estate Maps in the Collection. Some further sorting has yet to be done.

The review of the books in the Collection has not yet been completed but the remaining books are few.

The Modes data management software specifically created for Museums and customised for our Museum, is now in its fifth year with our Museum. The entry of object records on to the Modes data base is pretty well up to date. We have started the process of transferring the Legacy Catalogue to Modes. The Agriculture catalogue listing from 1983 to date is now on Modes and Liz Hall is almost in a position to transfer the Archaeology and History Category listing. Fortunately, of the remaining categories, there are only perhaps 4 categories that are as complicated as Archaeology and History to transform into the Table format consistent with the Modes data, terminology and layout.

Our thanks to Liz Hall for her invaluable help with Modes; to Peter Burton for carrying out some badly needed repairs and cleaning required to some books and pictures that have been donated and to Linda Aitkin for her assistance with sorting out the maps and photographs in the Collection – a task still in progress.

01.03.2021 Margaret Benham

Steyning Museum Website Report 2022
By Lynda Denyer, Website Editor

	Last Year 1/3/20 to 28/2/21	This Year 23/2/21 to 22/2/22	This Year compared to Last Year
Total web page views	27,561	27,231	Down by 330
Total web site visitors	21,159	21,254	Up by 95
New web site visitors	20,191	20,390	Up by 199
Returning visitors	968	864	Down by 104
Average page views daily	75.5	74.6	Down by 0.9

Our museum website statistics were first recorded in June 2005, when there was an average of about 20 page views per day. Now the average is about 75. Well over 365,000 page views have been recorded in total.

The website has come a long way, with 158 pages to choose from. The majority cover local history topics. In addition, all the Museum Newsletters from February 2005 can be viewed as PDFs.

Pages on the website are increasingly cited as a source, for example on Wikipedia for subjects as diverse as the Pre-Raphaelite model Fanny Cornforth, the martyr John Launder, Fécamp Abbey in Normandy, the taxidermist Walter Potter and Chanctonbury Ring.

Our website statistics during the two 'Covid Years' have been remarkably similar and very good overall. There have been many peaks on particular history topics, which suggest that the website has helped with teaching and home school working. The Museum page was the most popular for much of the past year, suggesting that a large number of people were interested to know when the museum would be open for visitors.

February, 2022
steyningmuseum.org.uk

Our website is used all around the world and we owe Lynda Denyer and Doug Thompson a huge “thank you” for all their hard work and dedication .

Membership Erica Gayler.

Our current membership stands at 266 which includes 3 Life time members and one Honorary Member. The records show that the revenue from our membership subscriptions was £3015.

During 2021 Steyning Museum benefitted from some legacies from some very kind members. I`m sure the Honorary Treasurer will mention these in his report.

As always the Trustees and the Management Committee are very grateful to all our “behind the scenes” volunteers who continue to provide support and advice in order to maintain Steyning Museums role in the community.

Muriel Wright. Chairman

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2021

SHORE ACCOUNTING LTD
Accountants
4 Mason's Yard
177 Westbourne Street, Hove
East Sussex, BN3 5FB

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
TRUSTEES REPORT FOR THE YEAR
ENDED 31 DECEMBER 2021

The Trustees present their report and accounts for the year ended 31 December 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution and the requirements of the Charities Act 2011.

Structure, governance and management

The trust is a charity governed by the Constitution of the Trust which was adopted on 16 October 2016.

The trustees who served during the year were:

Jacque Bernadette Buttriss

Helen Craven Coutrouzas

Paul Henry Norris - Treasurer

Muriel Wright - Chair

Christopher Tod

Objectives and activities

The objects of the charity are for the public benefit and are restricted to the following:

1. To maintain Steyning Museum for the public display of material evidence which illustrates the local history of Steyning and its adjacent parishes (Ashurst, Bramber, Upper Beeding and Wiston) for the delight, interest and to advance the education of the public.
2. To care for and conserve the museum collection and develop it as appropriate.
3. To interpret the collection for the education of people of all ages and levels of ability.
4. To promote research to understand the collection and associated local history and make the results of the research accessible.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

Achievements and performance

We began 2021 in a country wide lockdown due to Covid 19. During this period only volunteers who could not work from home were allowed to go to the Museum. Two volunteers would check on the Museum each week. The lockdown has had an impact on the Museum's finances with no visitors or fund raisers.

The Museum reopened on 2 June 2021. At first we struggled with being able to get enough Stewards to cover our opening times as a number of volunteers were still shielding. However thanks to the work of our Rota Team and Stewards willing to do extra shifts we managed to keep the Museum open. After a successful recruitment drive we now have enough Stewards to fill the rota.

Current membership stands 266 which includes 3 life time members and one honorary member. The revenue from membership subscriptions was £3,799.

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
TRUSTEES REPORT (CONTINUED) FOR THE YEAR
ENDED 31 DECEMBER 2021

Achievements and performance (continued)

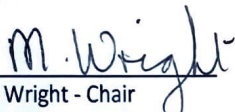
General expenditure exceeded income in the year by £545. The charity has benefitted from legacies of £160,544.

Financial review

The trustees are satisfied with the result for the year and anticipate that the trust will have resources available to promote the object of the trust in the forthcoming year.

It is the policy of the trust to retain sufficient reserves to support the future activities of the trust. None of the trust's reserves are restricted.

On behalf of the trustees.


M Wright - Chair
31st March 2022

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
OF THE STEYNING MUSEUM TRUST

I report to the trustees on my examination of the accounts of The Steyning Museum Trust for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act or
2. the accounts do not accord with those records or
3. 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 accounts to be reached.



R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
31st March 2022

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR
ENDED 31 DECEMBER 2021

	<u>Legacy</u>	<u>Building</u>	<u>General</u>	<u>2020</u>
<u>INCOME</u>				
Subscriptions received			3,799	3,110
Donations - General			3,616	2,852
- In Memorium			285	-
- Steyning Family History			290	321
Legacy	160,544		-	5,000
Lottery, Coin Jars and Printers Inks			338	192
Donation from 200 Club			-	-
Sponsorships and Grants			1,000	32,600
Profit from Fund Raising Events			1,802	1,080
Shop Surplus			152	206
Charity Deposit Interest Received	2	2	2	88
	<u>160,546</u>	<u>2</u>	<u>11,284</u>	<u>45,449</u>
 <u>EXPENDITURE</u>				
Hire of Hall and AGM Expenses			-	-
Printing, Postage and Stationery			504	876
Telephone			642	324
Insurance			2,049	2,081
Subscriptions			84	62
Premises - Ground Rent			456	430
- Rates			562	126
- Electricity			-451	-528
- Water			91	117
- Cleaning			502	445
- Repairs and Maintenance			2,581	926
- Security and Fire Systems			754	408
- Depreciation			1,052	1,052
Exhibition Costs			609	174
Exhibits			146	120
Publicity			-	20
Stewards and Helpers Social			-	188
Sundry Expenses			28	100
Archival Storage			92	-
Computer Software and Training			738	680
Museum Extension			1,390	6,976
	<u>0</u>	<u>0</u>	<u>11,829</u>	<u>14,577</u>
 <u>EXCESS OF INCOME OVER EXPENDITURE</u>	 <u>£160,546</u>	 <u>£2</u>	 <u>-£545</u>	 <u>£30,872</u>

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
BALANCE SHEET AS AT 31 DECEMBER 2021

TANGIBLE ASSETS

		<u>2020</u>
Premises	13,175	14,227

CURRENT ASSETS

Charity Deposit Building Fund	15,099	15,097
Charity Deposit Contingency Fund	16,460	11,459
Charity Deposit Legacy Fund	157,195	-
Charity Deposit Income Fund	28,320	6,912
Bank Current Account	14,429	37,062
Bank Account - Steyning Family History	1,523	1,233
Cash in Hand	80	80
Stocks for Resale at Valuation	1,297	1,495
Debtor	95	5
	<u>234,498</u>	<u>73,343</u>

CURRENT LIABILITIES

Subscriptions in Advance	120	20
Sundry Creditors	101	101
	<u>221</u>	<u>121</u>

NET CURRENT ASSETS

	234,277	73,222
	<u>247,452</u>	<u>87,449</u>

Represented by:

General fund

Brought forward	60,226	29,394
Transfer to Legacy Fund	-5,193	-
Transfer to Contingency Fund	-5,031	-
Excess of Expenditure/Income	-545	30,832
	<u>49,457</u>	<u>60,226</u>

BUILDING FUND

Brought forward	15,097	15,057
Excess of Income	2	40
	<u>15,099</u>	<u>15,097</u>

CONTINGENCY FUND

Brought forward	11,429	11,429
Transfer from General Fund	5,031	-
	<u>16,460</u>	<u>11,429</u>

LEGACY FUND

Transfer from General Fund	5,193	-
Excess of Income	160,546	-
	<u>165,739</u>	<u>-</u>

RESEARCH FUND

Brought forward	697	697
	<u>247,452</u>	<u>87,449</u>

On behalf of the trustees

31st March 2022

M Wright - Chair


P H Norris - Treasurer

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
NOTES TO THE ACCOUNTS FOR THE YEAR
ENDED 31 DECEMBER 2021

1 **Accounting policies**

1.1 **Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance with the Charities Act 2011.

1.2 **Incoming resources**

Income is accounted for in the period in which the charity is entitled to receipt.

1.3 **Resources expended**

Expenses are provided for on an accruals basis.

1.4 **Investments**

The charity has a 75 year lease on land in Steyning granted in July 2005. The charity built the museum premises on the land at a cost of £96,028 with a grant of £75,000. The building must be removed at the end of the term of the lease. The trustees of the charity are writing the net cost off over 20 years.

1.5 **Taxation**

The charity is registered with the Charity Commission and is exempt from corporation tax as all of its income is applied for charitable purposes.

2 **Trustees**

None of the trustees, or any persons connected with them, received any remuneration during the year, and none were reimbursed for any expenses, other than those incurred as agents for the charity.

3 **Employees**

There were no employees during the year.

4 **Fixed assets**

Premises

Cost at 31 December 2020 and 31 December 2021.	<u>21,028</u>
Depreciation	
At 31 December 2020	6,801
Provided in year	<u>1,052</u>
At 31 December 2021	<u>7,853</u>
Net book value	
At 31 December 2020	<u>14,227</u>
At 31 December 2021	<u>13,175</u>

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2021

SHORE ACCOUNTING LTD
Accountants
4 Mason's Yard
177 Westbourne Street, Hove
East Sussex, BN3 5FB

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
TRUSTEES REPORT FOR THE YEAR
ENDED 31 DECEMBER 2021

The Trustees present their report and accounts for the year ended 31 December 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution and the requirements of the Charities Act 2011.

Structure, governance and management

The trust is a charity governed by the Constitution of the Trust which was adopted on 16 October 2016.

The trustees who served during the year were:

Jacque Bernadette Buttriss

Helen Craven Coutrouzas

Paul Henry Norris - Treasurer

Muriel Wright - Chair

Christopher Tod

Objectives and activities

The objects of the charity are for the public benefit and are restricted to the following:

1. To maintain Steyning Museum for the public display of material evidence which illustrates the local history of Steyning and its adjacent parishes (Ashurst, Bramber, Upper Beeding and Wiston) for the delight, interest and to advance the education of the public.
2. To care for and conserve the museum collection and develop it as appropriate.
3. To interpret the collection for the education of people of all ages and levels of ability.
4. To promote research to understand the collection and associated local history and make the results of the research accessible.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

Achievements and performance

We began 2021 in a country wide lockdown due to Covid 19. During this period only volunteers who could not work from home were allowed to go to the Museum. Two volunteers would check on the Museum each week. The lockdown has had an impact on the Museum's finances with no visitors or fund raisers.

The Museum reopened on 2 June 2021. At first we struggled with being able to get enough Stewards to cover our opening times as a number of volunteers were still shielding. However thanks to the work of our Rota Team and Stewards willing to do extra shifts we managed to keep the Museum open. After a successful recruitment drive we now have enough Stewards to fill the rota.

Current membership stands 266 which includes 3 life time members and one honorary member. The revenue from membership subscriptions was £3,799.

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
TRUSTEES REPORT (CONTINUED) FOR THE YEAR
ENDED 31 DECEMBER 2021

Achievements and performance (continued)

General expenditure exceeded income in the year by £545. The charity has benefitted from legacies of £160,544.

Financial review

The trustees are satisfied with the result for the year and anticipate that the trust will have resources available to promote the object of the trust in the forthcoming year.

It is the policy of the trust to retain sufficient reserves to support the future activities of the trust. None of the trust's reserves are restricted.

On behalf of the trustees.


M Wright - Chair
31st March 2022

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
OF THE STEYNING MUSEUM TRUST

I report to the trustees on my examination of the accounts of The Steyning Museum Trust for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act or
2. the accounts do not accord with those records or
3. 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 accounts to be reached.



R Anscombe
Fellow of the Institute of Financial Accountants (FFA)
Shore Accounting Ltd
177 Westbourne Street, Hove
East Sussex, BN3 5FB
31st March 2022

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR
ENDED 31 DECEMBER 2021

	<u>Legacy</u>	<u>Building</u>	<u>General</u>	<u>2020</u>
<u>INCOME</u>				
Subscriptions received			3,799	3,110
Donations - General			3,616	2,852
- In Memorium			285	-
- Steyning Family History			290	321
Legacy	160,544		-	5,000
Lottery, Coin Jars and Printers Inks			338	192
Donation from 200 Club			-	-
Sponsorships and Grants			1,000	32,600
Profit from Fund Raising Events			1,802	1,080
Shop Surplus			152	206
Charity Deposit Interest Received	2	2	2	88
	<u>160,546</u>	<u>2</u>	<u>11,284</u>	<u>45,449</u>
<u>EXPENDITURE</u>				
Hire of Hall and AGM Expenses			-	-
Printing, Postage and Stationery			504	876
Telephone			642	324
Insurance			2,049	2,081
Subscriptions			84	62
Premises - Ground Rent			456	430
- Rates			562	126
- Electricity			-451	-528
- Water			91	117
- Cleaning			502	445
- Repairs and Maintenance			2,581	926
- Security and Fire Systems			754	408
- Depreciation			1,052	1,052
Exhibition Costs			609	174
Exhibits			146	120
Publicity			-	20
Stewards and Helpers Social			-	188
Sundry Expenses			28	100
Archival Storage			92	-
Computer Software and Training			738	680
Museum Extension			1,390	6,976
	<u>0</u>	<u>0</u>	<u>11,829</u>	<u>14,577</u>
<u>EXCESS OF INCOME OVER EXPENDITURE</u>	<u>£160,546</u>	<u>£2</u>	<u>-£545</u>	<u>£30,872</u>

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
BALANCE SHEET AS AT 31 DECEMBER 2021

TANGIBLE ASSETS

Premises	13,175	<u>2020</u> 14,227
----------	--------	-----------------------

CURRENT ASSETS

Charity Deposit Building Fund	15,099	15,097
Charity Deposit Contingency Fund	16,460	11,459
Charity Deposit Legacy Fund	157,195	-
Charity Deposit Income Fund	28,320	6,912
Bank Current Account	14,429	37,062
Bank Account - Steyning Family History	1,523	1,233
Cash in Hand	80	80
Stocks for Resale at Valuation	1,297	1,495
Debtor	95	5
	<u>234,498</u>	<u>73,343</u>

CURRENT LIABILITIES

Subscriptions in Advance	120	20
Sundry Creditors	<u>101</u>	<u>101</u>
	221	121

NET CURRENT ASSETS

	<u>234,277</u>	<u>73,222</u>
	<u>247,452</u>	<u>87,449</u>

Represented by:

General fund

Brought forward	60,226	29,394
Transfer to Legacy Fund	-5,193	-
Transfer to Contingency Fund	-5,031	-
Excess of Expenditure/Income	<u>-545</u>	<u>30,832</u>
	49,457	<u>60,226</u>

BUILDING FUND

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Excess of Income	<u>2</u>	<u>40</u>
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LEGACY FUND

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Excess of Income	<u>160,546</u>	<u>-</u>
	165,739	<u>-</u>

RESEARCH FUND

Brought forward	697	697
	<u>247,452</u>	<u>87,449</u>

On behalf of the trustees

31st March 2022

M Wright - Chair


P H Norris - Treasurer

THE STEYNING MUSEUM TRUST
Registered Charity No 1169540
NOTES TO THE ACCOUNTS FOR THE YEAR
ENDED 31 DECEMBER 2021

1 **Accounting policies**

1.1 **Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance with the Charities Act 2011.

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There were no employees during the year.

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Net book value	
At 31 December 2020	<u>14,227</u>
At 31 December 2021	<u>13,175</u>

THE STEYNING MUSEUM TRUST

England & Wales - Charity number 1169540

Accounts

Steyping Museum Trust Charity No. 1169540

Trustees Report Financial Year Ending 30/12/2020

The Trustees would like to thank all our members for their understanding and support during a very difficult year.

We started 2020 on a positive note with plans to refurbish the office and complete the work on the Carman Room. We were very lucky to receive a grant from the Arts Council which was used to turn the office into a Research Hub

Our Spring Coffee Morning went well but that was our last fund raiser for quite a while due to COVID19.

The Trustees held a meeting on the 16th March and the Museum was closed on 17th March until further notice. During the first few weeks of " Lockdown" two Trustees went into the Museum every week to check security and attend to any admin. Gradually as the weeks went by and weather improved Paul and Guy plus other volunteers cleared the office and began work on the new Research Hub. The room was painted and new flooring and bookcases were purchased. Then work started on tidying up the Carman Room.

New Exhibitions were put on display and we were ready to re-open on Wednesday 16th September.

During "lockdown" our various teams were still busy as you will read in the following reports.

Collections Management report.

During the year ended 31/12/20, the Museum received 42 donations, 14 of which comprised sets of objects or bundles of documents, photographs, booklets etc. 41 of these donations (or part) have been accessioned to date and some objects included in individual donations received in or around November/December 2020 are still being assessed for relevance and /or duplication.

Pat Nightingale of Beeding and Bramber Local History Society has kindly donated a number of books/ booklets relating to the local history of that area some of which have been accessioned. She has also donated a magnificent map chest which should happily accommodate most, if not all the maps in the Collection.

One of the most interesting donations was a bundle of documents relating to the auction of the assets (property and shares) of Lashmar Penfold deceased in June 1919. Apart from being a source of additional information about this notable Steyning man, they also provide an insight into the social history of land use, property occupation and property layout and conditions in that period. The donor was Philip Douetil, a former resident of Steyning.

We also received a number of framed photographs, prints and paintings with documents from the estate of the late Ron Hitchins. These are included above but have not yet been assessed for accessioning.

In December 2020 Jeremy Knight curator at Horsham Museum and Art Gallery kindly placed bids on behalf of Steyning Museum for some tokens/ coins that were connected to Steyning and also a Rape of Bramber True Blue Club admission medal. Unfortunately our bids for the tokens/coins were unsuccessful but we acquired the medal which is of interest in that it is evidence of the existence of a True Blue Club in the area from 1826. These True Blue Clubs were local Tory, as opposed to Whig, societies/ associations established in counties throughout the UK in the 19th century. It would be useful to find out more about its membership and meetings but so far checks online and on the West Sussex Record Office website have not provided any information.

There has been a delay in finally completing the review of the books in the Collection and there are still 11 boxes, amongst 8 categories, that apparently contain a few books. Kim's Bookshop has purchased

a few of the books that the Trustees decided could be disposed of, but there are a substantial number waiting for disposal. Some could be offered to visitors to the Museum or sold at coffee Mornings or other fundraising events but are probably unsaleable.

The Modes data management software specifically created for Museums is now in its fourth year with our Museum but due to Covid-19 lockdowns and restrictions this year, there is backlog in the recording of objects onto the system. We (primarily Liz Hall) have continued to work on the process needed to transfer the Word based catalogue to Modes. The Agriculture Category up 31/12/2017 is now in the format that is compatible with Modes. This has taken a considerable amount of time and effort as the data in the Words Category Listing has to be refined both as to data, terminology and layout. Now that the process has been tried out, it should be easier and swifter to deal with other Category Listings. Liz has sent the final version (CSV) of the Agriculture category to Richard for converting into a file we can import into MODES. She has started preparing a first draft of the table for the Archaeology and History Category Listing and Vivien is going to do the next step.

Margaret Benham.

Education and Oral History—Joan Denwood.

Unfortunately due to the pandemic we have been unable to host any education visits to the Museum. However we have not been idle.

We have been developing a Coronavirus Memories File as a record in words and pictures of the pandemic and effects of lockdown in our area. This will be useful as a resource for the future. From this we created a display of memories and pictures in the entrance of the Museum.

A display has been set up in the Children`s Corner of the museum about Julia Donaldson our local author, this consists of book covers,

soft toy characters, and children`s drawings of her characters. She visited the museum between lockdowns.

A Stewards Guide has been produced for all new and existing Stewards explaining who is who in the museum, how we function along with a background history of the museum.

Oral History- Although we have been unable to visit local peoples in their homes, we have been able to catch up with previous recordings, transcriptions, and form filling. Also, one of our stewards, created a new Audio Guide for the museum using QR codes, enabling so much more information to be imparted to visitors than we could ever display and brings us evermore into the 21st Century.

Exhibition Team Report—Andrew Woodfield.

The pandemic and resulting lockdowns have meant that plans have had to alter accordingly.

The planned opening of “VICTORY”, our reflection for the 75th anniversary of the end of WW2 which was due to open on May 8th2020 still awaits to be installed.

An Exhibition Victorian Juvenile Drama replaced “Victory” after the first lockdown as the research for the WW2 was incomplete.

Some smaller (permanent) exhibitions were however completed:

The history of the former Steyning Registry Office, Steyning Night Out- a look at the history of local entertainment and public houses. Plus a temporary exhibition in conjunction with Steyning Greening Group. It is hoped to install “Victory” exhibition prior to re-opening.

Website Report Lynda Denyer.

Lynda and Doug are two of our “behind the scenes” volunteers who keep our wonderful website going. It is interesting and informative and well worth a visit.

Steyning Museum Website Report 2021
By Lynda Denyer, Website Editor

	Last Year 1/3/19 to 29/2/20	This Year 1/3/20 to 28/2/21	This Year compared to Last Year
Total web page views	22,036	27,561	Up by 5,525
Total web site visitors	14,688	21,159	Up by 6,471
New web site visitors	13,742	20,191	Up by 6,449
Returning visitors	946	968	Up by 22
Average page views daily	61	75.5	Up by 14.5

It was easy to see that something unusual was showing up in the statistics last year.

During the first Covid-19 national lockdown from March 23, the website appeared to be heading for the worst viewing figures for some years. The average daily page views for April was 40 - one third down. The figures improved during the Summer but then came some more unusual numbers.

The average daily page views continued to rise during the Autumn to reach over 100 from January 2021 onwards (the third national lockdown.) This showed up equally on weekdays and weekends. There was one large spike of 592 page views on Sunday, November 8, just after the second national lockdown began on November 5.

The year's statistics averaged out as improved overall. The History Page was the most popular. A large range of history articles received regular views, including articles in The Box Files. The Museum Page was the second most viewed, suggesting that many people were interested to know whether the museum was open. This could be a good sign for the future, when the museum is able to open again after the current lockdown.

March, 2021
steyningmuseum.org.uk

Treasurers Report Paul Norris

We are pleased to report that although the Museum was closed for long periods, we have not found it necessary to cut back on any of our regular expenditure to keep the Museum in good order. You will observe that our regular income for the year was just £6486 but expenditure was £7600. This in balance we can absorb as we have received some Covid grants and these will help to sustain the museum through this difficult period. We have also received a Legacy, Grants and Sponsorships these are being used for Capital projects. We have done well with our electricity generation and also getting rates relief. Thanks must go to the committee members for keeping costs down. If you have any questions about the accounts please do contact me.

Research Team Jacquie Buttriss

Following the building of the Carman Room extension we had the option of what to do with the old office. The Trustees decided to repurpose it as our research Hub, to house our archives and make them more accessible. We applied for and were awarded an Arts Council grant to transform this room and reorganise our research collections.

Sadly, with the advent of the Covid pandemic, we have been somewhat hampered, but our funders have been very understanding and, thanks principally to Paul Norris and Guy Standen, we managed to get the room renovated over time, as and when allowed by government restrictions. Finally, in the last past few months, Jacquie Buttriss and Lois Roemer have been organising and conserving our archives, colour-coding the files for ease of access. This work is still ongoing, but later this year we hope to be able to put on some training sessions for stewards to familiarise them with this new facility and how they can use it to help answer visitors` questions.

Message from the Trustees.

We would like to thank our members for their swift and positive response to our proposal prompted by the continuity of leadership through this Covid period, to extend the tenure of the Chair of Steyning Museum Trust. We have received more than 80 replies and we are pleased to report that all are unanimous in approving this change. Jacquie Buttriss Vice- Chairman.

On Wednesday 4th November we were put into lockdown. We re-opened in December. As we couldn't hold any Christmas events, Maggie Hollands and her team organized a raffle with wonderful prizes. Raffle tickets were sent out with the Newsletter and we had a great response. We raised £632, also Maggie and Erica carried out a Christmas card delivery for members and raised £43. Thanks to all involved.

The Museum remained open until 19th December then closed for Christmas. We had hoped to re-open on the 30th December but it wasn't to be we went into another lockdown and remained closed until further notice.

During these uncertain times the Trustees and the Management Committee are very grateful to all our "behind the scenes" volunteers who continue to provide support and advice in order to maintain Steyning Museums role in the community.

Many thanks to everyone.

Muriel Wright Chairman

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2020

**BRISTOW STILL
Chartered Accountants
39 Sackville Road, Hove
East Sussex, BN3 3WD**

THE STEYNING MUSEUM TRUST

Report of the Independent Examiner for the year ended 31 December 2020

We have examined the accounts of the charity and can report that during the examination we did not come across any matters that give reasonable cause to believe that in any material respect:

1. proper accounting records have not been kept;
2. the accounts conflict with the records; or
3. they do not comply with the regulations.

We can also report that during the course of our examination no evidence has emerged in respect of :

1. significant expenditure or actions not in accordance with the charity's trusts;
2. failure to provide information or explanations that we were entitled to.

Bristow Still
Chartered Accountants
39 Sackville Road
Hove, East Sussex
BN3 3WD



25 March 2021

THE STEYNING MUSEUM TRUST

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR
ENDED 31 DECEMBER 2020**

	<u>Research</u>	<u>Building</u>	<u>General</u>	<u>2019</u>
<u>INCOME</u>				
Subscriptions Received			3110	2455
Donations - General			2852	4343
- Steyning Family History			321	70
Legacy			5000	-
Lottery, Coin Jars and Printers Inks			192	89
Donation from 200 Club			-	2000
Grants			32600	2000
Profit on Fund Raising Events			1080	2602
Shop Surplus			206	505
Charity Deposit Interest Received		40	48	404
	<u>0</u>	<u>40</u>	<u>45409</u>	<u>14468</u>
<u>EXPENDITURE</u>				
Hire of Halls and AGM Expenses			-	130
Printing, Postage and Stationery			876	1254
Telephone			324	406
Insurance			2081	1951
Subscriptions			62	80
Premises - Ground Rent			430	405
Rates			126	1814
Electricity			-528	-198
Water			117	162
Cleaning			445	884
Repairs and Maintenance			926	2451
Security and Fire Systems			408	684
Depreciation			1052	1052
Exhibition Costs			174	1251
Exhibits			120	18
Publicity			20	112
Stewards and Helpers Social			188	168
Sundry Expenses			100	117
Equipment			-	3795
Archival Storage			-	163
Computer Software and Training			680	1053
Museum Extension			6976	42634
	<u>0</u>	<u>0</u>	<u>14577</u>	<u>60386</u>
<u>EXCESS OF INCOME/EXPENDITURE</u>	<u>£0</u>	<u>£40</u>	<u>£30,832</u>	<u>-£45,918</u>

THE STEYNING MUSEUM TRUST

BALANCE SHEET AS AT 31 DECEMBER 2020

			<u>2019</u>
<u>TANGIBLE ASSETS</u>			
Premises at 1 January 2020	15279		16331
Less Depreciation	<u>1052</u>		<u>1052</u>
		14227	<u>15279</u>
<u>CURRENT ASSETS</u>			
Charity Deposit Building Fund	15097		15057
Charity Deposit Contingency Fund	11459		11429
Charity Deposit Income Fund	6912		6894
Bank Account - Current	37062		5478
- Steyning Family History	1233		913
Cash in Hand	80		80
Stocks for Resale at Valuation	1495		1653
Debtor	5		-
	<u>73343</u>		<u>41504</u>
<u>CURRENT LIABILITIES</u>			
Subscriptions in Advance	20		155
Sundry Creditors	<u>101</u>		<u>51</u>
	121		<u>206</u>
<u>NET CURRENT ASSETS</u>		73222	41298
		<u>£87,449</u>	<u>£56,577</u>
Represented by:-			
<u>GENERAL FUND</u>			
Brought forward	29394		85231
Transfer to Contingency Fund	-		-11429
Excess of Income/Expenditure	<u>30832</u>		<u>-44408</u>
		60226	<u>29394</u>
<u>BUILDING FUND</u>			
Brought forward	15057		16567
Excess of Income/Expenditure	<u>40</u>		<u>-1510</u>
		15097	<u>15057</u>
<u>CONTINGENCY FUND</u>			
Brought forward	11429		-
Transfer from General Fund	<u>-</u>		11429
		11429	<u>11429</u>
<u>RESEARCH FUND</u>			
Brought forward	<u>697</u>		<u>697</u>
		697	<u>697</u>
		<u>£87,449</u>	<u>£56,577</u>

NOTE:-

None of the above Funds are Restricted

THE STEYNING MUSEUM TRUST

Registered Charity No 1169540

STATEMENT OF ACCOUNT

31 DECEMBER 2020

**BRISTOW STILL
Chartered Accountants
39 Sackville Road, Hove
East Sussex, BN3 3WD**

THE STEYNING MUSEUM TRUST

Report of the Independent Examiner for the year ended 31 December 2020

We have examined the accounts of the charity and can report that during the examination we did not come across any matters that give reasonable cause to believe that in any material respect:

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3. they do not comply with the regulations.

We can also report that during the course of our examination no evidence has emerged in respect of :

1. significant expenditure or actions not in accordance with the charity's trusts;
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Bristow Still
Chartered Accountants
39 Sackville Road
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BN3 3WD



25 March 2021

THE STEYNING MUSEUM TRUST

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR
ENDED 31 DECEMBER 2020

	<u>Research</u>	<u>Building</u>	<u>General</u>	<u>2019</u>
<u>INCOME</u>				
Subscriptions Received			3110	2455
Donations - General			2852	4343
- Steyning Family History			321	70
Legacy			5000	-
Lottery, Coin Jars and Printers Inks			192	89
Donation from 200 Club			-	2000
Grants			32600	2000
Profit on Fund Raising Events			1080	2602
Shop Surplus			206	505
Charity Deposit Interest Received		40	48	404
	<u>0</u>	<u>40</u>	<u>45409</u>	<u>14468</u>
<u>EXPENDITURE</u>				
Hire of Halls and AGM Expenses			-	130
Printing, Postage and Stationery			876	1254
Telephone			324	406
Insurance			2081	1951
Subscriptions			62	80
Premises - Ground Rent			430	405
Rates			126	1814
Electricity			-528	-198
Water			117	162
Cleaning			445	884
Repairs and Maintenance			926	2451
Security and Fire Systems			408	684
Depreciation			1052	1052
Exhibition Costs			174	1251
Exhibits			120	18
Publicity			20	112
Stewards and Helpers Social			188	168
Sundry Expenses			100	117
Equipment			-	3795
Archival Storage			-	163
Computer Software and Training			680	1053
Museum Extension			6976	42634
	<u>0</u>	<u>0</u>	<u>14577</u>	<u>60386</u>
<u>EXCESS OF INCOME/EXPENDITURE</u>	<u>£0</u>	<u>£40</u>	<u>£30,832</u>	<u>-£45,918</u>

THE STEYNING MUSEUM TRUST

BALANCE SHEET AS AT 31 DECEMBER 2020

			<u>2019</u>
<u>TANGIBLE ASSETS</u>			
Premises at 1 January 2020	15279		16331
Less Depreciation	<u>1052</u>		<u>1052</u>
		14227	<u>15279</u>
<u>CURRENT ASSETS</u>			
Charity Deposit Building Fund	15097		15057
Charity Deposit Contingency Fund	11459		11429
Charity Deposit Income Fund	6912		6894
Bank Account - Current	37062		5478
- Steyning Family History	1233		913
Cash in Hand	80		80
Stocks for Resale at Valuation	1495		1653
Debtor	5		-
	<u>73343</u>		<u>41504</u>
<u>CURRENT LIABILITIES</u>			
Subscriptions in Advance	20		155
Sundry Creditors	<u>101</u>		<u>51</u>
	121		<u>206</u>
<u>NET CURRENT ASSETS</u>		73222	41298
		<u>£87,449</u>	<u>£56,577</u>
Represented by:-			
<u>GENERAL FUND</u>			
Brought forward	29394		85231
Transfer to Contingency Fund	-		-11429
Excess of Income/Expenditure	<u>30832</u>		<u>-44408</u>
		60226	<u>29394</u>
<u>BUILDING FUND</u>			
Brought forward	15057		16567
Excess of Income/Expenditure	<u>40</u>		<u>-1510</u>
		15097	<u>15057</u>
<u>CONTINGENCY FUND</u>			
Brought forward	11429		-
Transfer from General Fund	<u>-</u>		11429
		11429	<u>11429</u>
<u>RESEARCH FUND</u>			
Brought forward	<u>697</u>		<u>697</u>
		697	<u>697</u>
		<u>£87,449</u>	<u>£56,577</u>

NOTE:-

None of the above Funds are Restricted