

Steypning 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 fundraiser 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 8th 2020 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

TANGIBLE ASSETS

Premises at 1 January 2020	15279		2019	16331
Less Depreciation	<u>1052</u>			<u>1052</u>
		14227		<u>15279</u>

CURRENT ASSETS

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	<u>5</u>		<u>-</u>
	<u>73343</u>		<u>41504</u>

CURRENT LIABILITIES

Subscriptions in Advance	20		155
Sundry Creditors	<u>101</u>		<u>51</u>
	<u>121</u>		<u>206</u>

NET CURRENT ASSETS

73222	41298
<u>£87,449</u>	<u>£56,577</u>

Represented by:-

GENERAL FUND

Brought forward	29394		85231
Transfer to Contingency Fund	-		-11429
Excess of Income/Expenditure	<u>30832</u>		<u>-44408</u>
		60226	<u>29394</u>

BUILDING FUND

Brought forward	15057		16567
Excess of Income/Expenditure	<u>40</u>		<u>-1510</u>
		15097	<u>15057</u>

CONTINGENCY FUND

Brought forward	11429		-
Transfer from General Fund	<u>-</u>		<u>11429</u>
		11429	<u>11429</u>

RESEARCH FUND

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

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Registered Charity No 1169540

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