

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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

Stepping 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.

## **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](http://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:

Jacquie 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)**

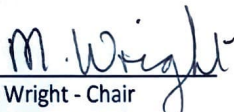
General expenditure exceeded income in the year by £545. The charity has benefitted from legacies of £160,544.

**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 trusts 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.



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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  
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>
<b><u>INCOME</u></b>				
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>
<b><u>EXPENDITURE</u></b>				
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>
<b><u>EXCESS OF INCOME OVER EXPENDITURE</u></b>	<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>

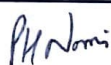
**RESEARCH FUND**

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

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Accountants  
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Registered Charity No 1169540  
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ENDED 31 DECEMBER 2021

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**Achievements and performance (continued)**

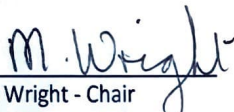
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**ENDED 31 DECEMBER 2021**

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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>