

Steyning 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 Steyning 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.

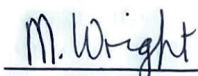
The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

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>2021</u>	
	£	£
<u>TANGIBLE ASSETS</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
	<u>290,611</u>	<u>234,498</u>
<u>CURRENT LIABILITIES</u>		
Subscriptions in Advance	210	120
Accruals	1,200	
Sundry Creditors	588	101
	<u>1,998</u>	<u>221</u>
<u>NET CURRENT ASSETS</u>	<u>288,613</u>	<u>234,277</u>
<u>TOTAL NET ASSETS</u>	<u>300,736</u>	<u>247,452</u>
<i>Represented by:</i>		
<u>General fund</u>		
Brought forward	49,457	60,226
Transfer (to)/from Legacy Fund	1,833	-5,193
Transfer to Contingency Fund	-161	-5,031
Excess of Expenditure/Income	-1,392	-545
	<u>49,737</u>	<u>49,457</u>
<u>BUILDING FUND</u>		
Brought forward	15,099	15,097
Excess of Income	147	2
	<u>15,246</u>	<u>15,099</u>
<u>CONTINGENCY FUND</u>		
Brought forward	16,460	11,429
Transfer from General Fund	161	5,031
	<u>16,621</u>	<u>16,460</u>
<u>LEGACY FUND</u>		
Brought forward	165,739	-
Transfer (to)/from General Fund	-1,833	5,193
Excess of Income	54,529	160,546
	<u>218,435</u>	<u>165,739</u>
<u>RESEARCH FUND</u>		
Brought forward	697	697
	<u>300,736</u>	<u>247,452</u>

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.

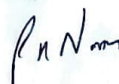
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with FRS102 SORP.

On behalf of the trustees



M Wright - Chair



P H Norris - Treasurer

16th March 2023

THE STEYNING MUSEUM TRUST

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31 DECEMBER 2022

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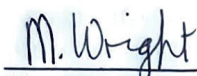
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	<u>1,998</u>	<u>221</u>
<u>NET CURRENT ASSETS</u>	<u>288,613</u>	<u>234,277</u>
<u>TOTAL NET ASSETS</u>	<u>300,736</u>	<u>247,452</u>
<i>Represented by:</i>		
<u>General fund</u>		
Brought forward	49,457	60,226
Transfer (to)/from Legacy Fund	1,833	-5,193
Transfer to Contingency Fund	-161	-5,031
Excess of Expenditure/Income	-1,392	-545
	<u>49,737</u>	<u>49,457</u>
<u>BUILDING FUND</u>		
Brought forward	15,099	15,097
Excess of Income	147	2
	<u>15,246</u>	<u>15,099</u>
<u>CONTINGENCY FUND</u>		
Brought forward	16,460	11,429
Transfer from General Fund	161	5,031
	<u>16,621</u>	<u>16,460</u>
<u>LEGACY FUND</u>		
Brought forward	165,739	-
Transfer (to)/from General Fund	-1,833	5,193
Excess of Income	54,529	160,546
	<u>218,435</u>	<u>165,739</u>
<u>RESEARCH FUND</u>		
Brought forward	697	697
	<u>300,736</u>	<u>247,452</u>

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.

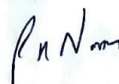
The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with FRS102 SORP.

On behalf of the trustees



M Wright - Chair



P H Norris - Treasurer

16th March 2023