

STEYNING MUSEUM TRUST Charity No. 1169540

Trustees Report Financial Year Ending 31/12/23

This year(2023) Steyning Museum celebrated its 40<sup>th</sup> 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 7<sup>th</sup> 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 950<sup>th</sup> 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 40<sup>th</sup> 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.

7-16<sup>TH</sup> April 23 Easter Family Quiz 45 families completed the quiz.

19<sup>th</sup> April 2 Year 4 classes investigated the Saxons

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

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

14<sup>th</sup> June 11 U3A Worthing Local History Group

15<sup>th</sup> November Shoreham College Year 1 TOYS.

23<sup>rd</sup> 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 9<sup>th</sup> 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  
16<sup>th</sup> 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**

The Trustees present their report and accounts for the year ended 31 December 2023.

**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 - Chair  
Helen Craven Coutrouzas  
Paul Henry Norris  
Muriel Wright - Vice 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.

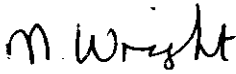
**THE STEYNING MUSEUM TRUST**  
**Registered Charity No 1169540**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**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 - Vice Chair**  
**16th March 2024**



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.



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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**

	<b><u>Legacy</u></b>	<b><u>Building</u></b>	<b><u>Research</u></b>	<b><u>Contin-</u></b>	<b><u>General</u></b>	<b><u>2022</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b><u>gency</u></b>	<b>£</b>	<b>£</b>
<b><u>INCOME</u></b>						
Subscriptions received					3,710	3,140
Donations						
General					3,164	2,985
In Memorium	102					0
Steyning 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
	<b>10,239</b>	<b>668</b>	<b>25</b>	<b>728</b>	<b>15,689</b>	<b>69,254</b>

	<u>Legacy</u>	<u>Building</u>	<u>Research</u>	<u>Contin-</u> <u>gency</u>	<u>General</u>	<u>2022</u>
	£	£	£	£	£	£
<b><u>EXPENDITURE</u></b>						
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/Stepping 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
<b><u>EXCESS OF INCOME OVER EXPENDITURE</u></b>	<b><u>-£3,615</u></b>	<b><u>£668</u></b>	<b><u>-£23</u></b>	<b><u>£728</u></b>	<b><u>£4,646</u></b>	<b><u>£53,284</u></b>

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

**Balance Sheet**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b>£</b>	<b>£</b>
<b><u>TANGIBLE ASSETS</u></b>		
Premises	11,071	12,123
<b><u>CURRENT ASSETS</u></b>		
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	<u>718</u>	<u>993</u>
	<u>293,677</u>	<u>290,611</u>
<b><u>CURRENT LIABILITIES</u></b>		
Subscriptions in Advance	0	210
Accruals	1,507	1,200
Sundry Creditors	<u>101</u>	<u>588</u>
	<u>1,608</u>	<u>1,998</u>
<b><u>NET CURRENT ASSETS</u></b>	<u>292,069</u>	<u>288,613</u>
<b><u>TOTAL NET ASSETS</u></b>	<u><u>303,140</u></u>	<u><u>300,736</u></u>

	<u>2023</u>		<u>2022</u>
	£	£	£
<i>Represented by:</i>			
<b><u>General fund</u></b>			
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>
<b><u>BUILDING FUND</u></b>			
Brought forward	15,246		15,099
Excess of Expenditure/Income	<u>668</u>		<u>147</u>
		<u>15,914</u>	<u>15,246</u>
<b><u>CONTINGENCY FUND</u></b>			
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>
<b><u>LEGACY FUND</u></b>			
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>
<b><u>RESEARCH FUND</u></b>			
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 21,028

**Depreciation**

At 31 December 2022 8,905

Provided in year 1,052

At 31 December 2023 9,957

**Net book value**

At 31 December 2022 12,123

At 31 December 2023 11,071



**THE STEYNING MUSEUM TRUST**  
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**FOR THE YEAR ENDED 31 DECEMBER 2023**

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16th March 2024