



GLENSIDE HOSPITAL MUSEUM

The Chapel, Glenside Campus, Blackberry Hill, Bristol BS16 1DD

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Trustees' Report and Financial Statements for the year to 31st March 2021

Glenside Hospital Museum
U.W.E. Glenside Campus
Blackberry Hill
Bristol BS16 1DD

Registered Charity No: 1170808

Glenside Hospital Museum CIO Charity No [E&W]: 1170808

Learning is the core purpose of our organisation. We are an educational community resource and we work to change negative attitudes and prejudice about mental illness by speaking out.

Silence is the cause of stigma

GLENSIDE HOSPITAL MUSEUM C.I.O.

Trustees' Annual Report for the year to 31st March 2021

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Reference and Administrative Information

Charity name:	Glenside Hospital Museum
Charity registration number:	1170808
Registered Office and Operational Address:	Glenside Hospital Museum, UWE Glenside Campus, Blackberry Hill, Bristol BS16 1DD

Trustees 2020-21

Anwyl Cooper-Wills (chair)

Brian Kington

John Pimm

Peninah Achieng-Kindberg (resigned 18th December 2020)

Stephen Booth (resigned 31st December 2020)

Peter Carpenter (resigned 12th September 2020)

Edward Fowler (resigned 22nd December 2020)

Luke Pomeroy (resigned 19th December 2020)

Cara Sutherland (resigned 20th December 2020)

Structure, Governance and Management

The Glenside Hospital Museum CIO is a Charitable Incorporated Organisation registered with the Charity Commissioners on 16 December 2016 (no. 1170808). Its principal office is at Glenside Hospital Museum, UWE Glenside Campus, Stapleton, Bristol BS16 1DD. The governing document is the Constitution dated 8 December 2016. The foundation trustees were Peter Carpenter, Brian Kington and John Pimm.

GLENSIDE HOSPITAL MUSEUM C.I.O.

The CIO was created in order to continue the operations of the *Friends of Glenside Museum* (Charity number 1042422) under a more robust legal format. It has been recognised by the Charity Commissioners and HMRC as a continuation of the *Friends* Charity. The transfer of assets however has been delayed and therefore the activity of the Museum has continued to be managed through the Friends of Glenside Hospital Museum.

Following an induction period and a series of virtual committee meetings during the year a number of the trustees resigned, leaving a core team. The trustees are assisted in the operation of the charity by the Management Committee, which manages the day to day operation of the Museum for both charities, and by the volunteers. Our thanks go to the many volunteers who give their time to the museum.

Reserves Policy

As the charity is small and has no significant ongoing financial commitments the trustees do not consider it necessary at this stage to set aside any reserves. This position will be reviewed in the light of future developments.

Objects and Activities

Charitable Objects

- To run and maintain a museum for the benefit of the public. Conserving collections centred on hospitals, with relevant items, including material from asylums, the First World War and Learning Disabilities.
- To advance education of the public on topics including the history and development of mental health care and treatment, personal mental health and wellbeing, learning disabilities and the First World War.

Public Benefit

We aim to provide information on hospital care, mental illness and learning difficulties by using our collections from the Bristol Lunatic Asylum (1861-1994) and the Stoke Park Colony of Hospitals for people with learning disabilities (1909 - 2000). The museum's collection is conserved and developed to provide a stimulating educational environment and give an insight into the help and care needed for people experiencing mental health problems.

Learning is the core purpose of our organisation, which is an educational community resource. We are determined to change negative attitudes and prejudice about mental illness and to speak out, as silence is the cause of stigma. The museum supports people's understanding of mental illness and incapacity through the history of mental health care.

The Trustees have read and had regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

The charity operates the Glenside Hospital Museum which is staffed entirely by volunteers and is open to the public on Wednesday mornings and Saturdays each week. We provide training and development, work experience and a community of volunteers.

The museum was closed from the start of the financial year until 5 September 2020 so visitor numbers, donations and other income were much reduced this year. During September and October, after a one-way system had been organised, the museum reopened to visitors who booked in advance online via the website. In order to control visitor numbers timed bookings, at a charge of £5 per 'bubble' of up to six people, were available. This system worked very effectively and led to a higher income than would have been expected from voluntary contributions. The museum was obliged to close again at the beginning of November and remained so until the end of the financial year, 31 March 2021.

During the year the museum received only 124 visitors but did host 200 participants in online workshops and received over 60,000 visits to our website and social media.

The booking and entry charge have been maintained since the museum reopened in June 2021.

The Consultant Director was invited to partner Bristol Ideas (formerly Bristol Festival of Ideas) in a bid for the National Lottery Heritage Fund 'Bristol Poetic City' project based around Thomas Chatterton, mental wellbeing and suicide prevention. The bid was successful and the project was delivered digitally during the pandemic. The museum hosted two Poets in Residence and held two separate poetic events engaging people in suicide awareness and mental well-being through an examination of Thomas Chatterton's poetry, all very successfully delivered online via social media. Also funded through the National Lottery Heritage Fund, GHM partnered with Outside In on a course for artists, 'Exploring Collections'. The first course was successfully delivered online.

Statement of Responsibilities of the Trustees

Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable *Charities (Accounts and Reports) Regulations*.

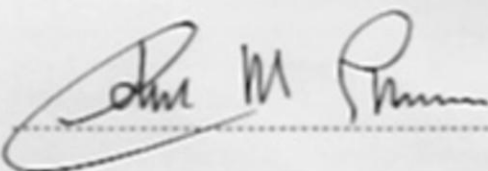
The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Approved by the trustees on 20th October 2021 and signed on their behalf by:



..... Brian Kington, Trustee




..... John Pimm, Trustee

GLENSIDE HOSPITAL MUSEUM C.I.O.

Accountant's report to the trustees of Friends of Glenside Hospital Museum

I have prepared the accounts on the following pages from the information and explanations supplied to me.

As the charity's turnover is less than £25,000, I have not carried out an Independent Examination.



11th November 2021

Rupert Taylor
Easton Business Centre
Felix Road
Bristol BS5 0HE

Glenside Hospital Museum
Statement of Financial Activities
Year to 31st March 2021

	Restricted funds 2021	Unrestricted funds 2021	Total funds 2021	Total funds 2020 [see note 11]
	£	£	£	£
Income:				
Voluntary income	-	805	805	2,449
Charitable activity income	-	164	164	1,258
Total Income	-	969	969	3,707
Expenditure:				
Charitable activities	-	563	563	298
Total Expenditure	-	563	563	298
Net Income / (Expenditure)	-	407	407	3,409
Transfers between funds	-	-	-	-
Net Movement in Funds	-	407	407	3,409
Total funds brought forward	-	6,134	6,134	2,725
Total funds carried forward	-	6,541	6,541	6,134

Glenside Hospital Museum

Balance Sheet

As at 31st March 2021

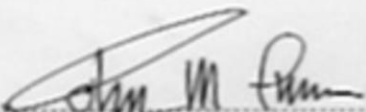
Registered charity no: 1170808

	2021 £	2020 £
Fixed Assets	-	-
Current Assets		
Cash at bank and on hand	6,637	6,134
Debtors and prepayments	-	-
	<u>6,637</u>	<u>6,134</u>
Current Liabilities		
Creditors and accruals	96	-
Total Current Liabilities	<u>96</u>	<u>-</u>
Net Current Assets	<u>6,541</u>	<u>6,134</u>
Net Assets	<u>6,541</u>	<u>6,134</u>
Statement of funds		
Unrestricted funds:		
General funds	6,541	6,729
Restricted funds	-	11,693
	<u>6,541</u>	<u>18,422</u>

Signed on behalf of the trustees:


.....

Brian Kingston
20th October 2021


.....

John Pimm
20th October 2021

Glenside Hospital Museum
Notes to the Accounts
Year to 31st March 2021

[1] Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), as amended by Update Bulletin 1 issued on 2nd February 2016, and the Charities Act 2011.

Glenside Hospital Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

The charity's balance sheet at 31st March 2021 is in surplus, and the charity has no ongoing contractual obligations such as staffing or premises costs. All expenditure is limited to funding already available. Therefore the trustees are satisfied that the charity is a going concern on an ongoing basis.

(c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of activities is deferred until the criteria for income recognition have been met.

(d) Donated services and facilities

Donated professional services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. There were no such donations during the year in question. In accordance with the Charities SORP (FRS 102), the general volunteer time of trustees and volunteers is not recognised with any monetary value.

(e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(f) Fund Accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds set aside by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(g) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. As the charity is not registered for VAT, all VAT on expenditure is charged as a cost against the activity for which the expenditure was incurred. Expenditure is classified under the following activity headings:

[i] Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes. There were no such costs during the year in question.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

[iii] Other expenditure represents those items not falling into any other heading. There were no such costs during the year in question.

Glenside Hospital Museum
Notes to the Accounts (continued)
Year to 31st March 2021

(h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These include office costs, finance, personnel, payroll and governance costs which support the charity's charitable activities.

(i) Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

(j) Fixed Assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method. Individual items costing less than £200 are not treated as fixed assets.

(k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

(l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the account.

(m) Creditors

Creditors are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

[2] Income from donations

	2021 Restricted	2021 Unrestricted	2021 Total	2020 Restricted	2020 Unrestricted	2020 Total
	£	£	£	£	£	£
Individual donations	-	805	805	-	2,449	2,449
	-	805	805	-	2,449	2,449

[3] Income from charitable activities

	2021 Restricted	2021 Unrestricted	2021 Total	2020 Restricted	2020 Unrestricted	2020 Total
	£	£	£	£	£	£
Sales	-	164	164	-	1,258	1,258
	-	164	164	-	1,258	1,258

The charity received no government grants during the period in question.

Glenside Hospital Museum
Notes to the Accounts (continued)
Year to 31st March 2021

[4] Analysis of expenditure on charitable activities

	Total 2021	Total 2020 [restated]
<u>Direct costs:</u>	£	£
Exhibition costs	-	56
	<hr/>	<hr/>
	-	56
<u>Support costs:</u>		
Insurance and membership	467	42
Meeting costs	-	200
Accountancy	96	-
	<hr/>	<hr/>
Total Support Costs	563	242
	<hr/>	<hr/>
Total Expenditure	563	298

As the charity only undertook one area of activity during the period, support costs have not been apportioned.

[5] Tangible Fixed Assets

	2021 Equipment	2020 Equipment
<u>Cost</u>	£	£
Opening balance	-	-
Additions during the year	-	-
	<hr/>	<hr/>
	-	-
<u>Depreciation</u>		
Opening balance	-	-
Charge for the year	-	-
	<hr/>	<hr/>
	-	-
 Net Book Value:	 -	 -

[6] Debtors and prepayments

	2021 £	2020 £
Sundry debtors	-	-
	<hr/>	<hr/>
	-	-

[7] Creditors

	2021 £	2020 £
Amounts due within 12 months:		
Accruals	96	-
	<hr/>	<hr/>
	96	-

Glenside Hospital Museum
Notes to the Accounts (continued)
Year to 31st March 2021

[8] <u>Movements in funds</u>	Balance at 01/04/2020	Income	Expenditure	Transfers between funds	Balance at 31/03/2021
<u>Unrestricted Funds:</u>					
General Funds	6,134	969	(563)	-	6,541
Total Unrestricted Funds:	6,134	969	(563)	-	6,541
Total Funds:	6,134	969	(563)	-	6,541

- [9] Payments to trustees and related party transactions
 No trustees received remuneration during the year.
 There were no payments to trustees during the year (2020 nil).
 There were no other related party transactions during the year.

- [10] Staffing
 The charity employed no staff during the year (2020 nil).

[11] Previous year comparisons

<u>Statement of Financial Activities</u> <i>Previous year comparison</i>	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Income:			
Voluntary income		2,449	2,449
Charitable activity income		1,258	1,258
Total Income	-	3,707	3,707
Expenditure:			
Charitable activities		298	298
Total Expenditure	-	298	298
Net Income / (Expenditure)	-	3,409	3,409
Transfers between funds	-	-	-
Net Movement in Funds	-	3,409	3,409
Total funds brought forward	-	2,725	2,725
Total funds carried forward	-	6,134	6,134

<u>Movements in funds</u> <i>Previous year comparison</i>	Balance at 01/04/2019	Income	Expenditure	Transfers between funds	Balance at 31/03/2020
<u>Unrestricted Funds:</u>					
General Funds	2,725	3,707	(298)	-	6,134
Total Unrestricted Funds:	2,725	3,707	(298)	-	6,134
Total Funds:	2,725	3,707	(298)	-	6,134