



GLENSIDE HOSPITAL MUSEUM

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Trustees' Report and Financial Statements for the year to 31st March 2023

**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 2023

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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 2022-23

Anwyl Cooper-Wills (chair)
John Pimm
Claire Charlton
Anna Louise Bryant
Gwyn Birt
Brian Kington (resigned 1st April 2023)

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.

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*

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Charity. The transfer of assets is underway and awaits only formal approval by the Arts Council of the transfer of the full Museum Accreditation from the FGHM charity to the CIO.

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

To provide for any unexpected drop in income, the charity maintains a reserve fund of £7,000. This position will be reviewed in the light of future developments.

Objects and Activities

Charitable Objects

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 by running and maintaining a museum for the benefit of the public.

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 and at other times by appointment. We provide for volunteers training, skills development, work experience and a community.

This year was the first since 2019 in which the museum was open for the full number of possible days. As social distancing ceased to be mandatory, the system of timed entries

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for visitors was ceased. Since the cessation of lock downs we have started to re-build our outreach programme and look at plans to increase the sustainability of the Museum.

Visitor numbers have held up well and appear to be rising, despite the museum now charging £2.50 per adult (children are free), since June 2020, this provides a useful income stream.

We have a very industrious and executive person now in charge of our social media and her regular posts are undoubtedly bringing the museum to widening attention. In addition we have participated in the BBC history programme presented by Lucy Worsley, Dan Snow's history podcast and the Baring Foundation publications and podcast on museums and mental health.

In partnership with Outside In (Charity No. 1171128) we delivered two successful iterations of a Step-Up Exploring Collections course during 2021-2022, with a follow-on course in Curating held during March-April 2022. The work was then exhibited online and in the Museum. The exhibition 'Looking to the Light', opened in June 2022 and closed in March 2023. The ten artists' work was integrated into the museum displays adding depth and context to both the artworks and the museum collection. It has proved very popular with visitors.

We have gained funding for four other projects to develop the Museum:

- The Royal Society grant (£3,000) was given to link some of the neuroscience discoveries to our displays, focusing on our bed and dormitory pictures to engage young people in the importance of sleep.
- The Heritage England grant (£12,000) to collect the oral histories of Commonwealth nurses who answered the call to work in the NHS and then co-create the display.
- An education grant (£2,000) as part of Heritage England's Heritage Schools Programme to work in partnership with Local Learning and Bristol Metropolitan School to develop a Sensory Garden.
- We are beginning a collaboration on Brinstowe Bristol University grant to understand the therapeutic value of stitch.

We have delivered many GHM handling collection workshops hinging on discussions prompted by items in our collection to students from several different UWE academic departments, tertiary colleges and sixth form groups. In addition, engaging with 200 primary school children, 200 secondary children, 300 adults at Bristol Neuroscience festival.

Our thanks go to our volunteers who give their time to add to the museum and make sure it continues to be open to the public and online.

GLENSIDE HOSPITAL MUSEUM C.I.O.

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:

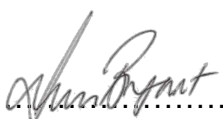
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been 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 6th July 2023 and signed on their behalf by:

.....  Anna Bryant, Trustee

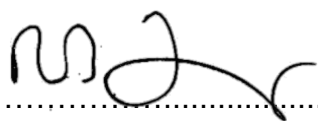
.....  Claire Charlton, Trustee

GLENSIDE HOSPITAL MUSEUM C.I.O.

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

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.



.....7th July 2023

Rupert Taylor
Easton Business Centre
Felix Road
Bristol BS5 0HE

Glenside Hospital Museum CIO

Statement of Financial Activities

Year to 31st March 2023

	Note	Total funds 2023 (all unrestricted) £	Total funds 2022 (all unrestricted) £
Income:			
Donations	[2]	438	357
Charitable activities	[3]	1,041	124
Total Income		1,479	482
Expenditure:			
Charitable activities	[4]	90	90
Total Expenditure		90	90
Net Income / (Expenditure)		1,389	392
Transfers between funds		-	-
Net Movement in Funds		1,389	392
Total funds brought forward		6,932	6,541
Total funds carried forward		8,321	6,932

Glenside Hospital Museum CIO

Balance Sheet

As at 31st March 2023

Registered charity no: 1170808

	Note	2023 £	2022 £
Fixed Assets	[5]	-	-
Current Assets			
Cash at bank and on hand		8,513	7,076
		8,513	7,076
Current Liabilities			
Creditors and accruals	[7]	192	144
Total Current Liabilities		192	144
Net Current Assets		8,321	6,932
Net Assets		8,321	6,932
Statement of funds			
Unrestricted funds:			
Designated funds	[8]	7,000	-
General funds	[8]	1,321	6,932
		8,321	6,932

Approved by the trustees on 6th July 2023 and signed on their behalf by:



Anna Bryant



Claire Charlton

Glenside Hospital Museum CIO

Notes to the Accounts

Year to 31st March 2023

[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 2023 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 CIO
Notes to the Accounts (continued)
Year to 31st March 2023

(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 charity 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.

[2] <u>Income from donations</u>	2023	2022
	Total	Total
	Unrestricted	Unrestricted
	£	£
Individual donations	438	25
Gift Aid	-	332
	<hr/>	<hr/>
	438	357
[3] <u>Income from charitable activities</u>	2023	2022
	Total	Total
	Unrestricted	Unrestricted
	£	£
Sales	266	124
Events income	775	-
	<hr/>	<hr/>
	1,041	124

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

[4] Analysis of expenditure on charitable activities

	Total	Total
	2023	2022
<u>Direct costs:</u>	£	£
Exhibition costs	-	-
	<hr/>	<hr/>
	-	-
<u>Support costs:</u>		
Membership	42	42
Accountancy	48	48
	<hr/>	<hr/>
Total Support Costs	90	90
	<hr/>	<hr/>
Total Expenditure	90	90

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

Glenside Hospital Museum CIO
Notes to the Accounts (continued)
Year to 31st March 2023

[5] <u>Tangible Fixed Assets</u>	2023	2022			
	Equipment	Equipment			
<u>Cost</u>	£	£			
Opening balance	-	-			
Additions during the year	-	-			
	-	-			
<u>Depreciation</u>					
Opening balance	-	-			
Charge for the year	-	-			
	-	-			
Net Book Value:	-	-			
[6] <u>Debtors and prepayments</u>	2023	2022			
	£	£			
Sundry debtors	-	-			
	-	-			
[7] <u>Creditors</u>	2023	2022			
	£	£			
Amounts due within 12 months:					
Accruals	192	144			
	192	144			
[8] <u>Movements in funds</u>	Balance at				
	01/04/2022	Income	Expenditure	Transfers	Balance at
				between	31/03/2023
				funds	
<u>Unrestricted Funds:</u>					
<i>Designated Funds:</i>					
Reserve Fund	-	-	-	7,000	7,000
Total Designated Funds:	-	-	-	7,000	7,000
General Funds	6,932	1,479	(90)	(7,000)	1,321
Total Unrestricted Funds:	6,932	1,479	(90)	-	8,321
Total Funds:	6,932	1,479	(90)	-	8,321
[9] <u>Payments to trustees and related party transactions</u>					
No trustees received remuneration during the year.					
There were no payments to trustees during the year (2022 nil).					
There were no other related party transactions during the year.					
[10] <u>Staffing</u>					
The charity employed no staff during the year (2022 nil).					

Glenside Hospital Museum CIO
Notes to the Accounts (continued)
Year to 31st March 2023

[11] Previous year comparisons

<u>Statement of Financial Activities</u> <i>Previous year comparison</i>	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Income:			
Voluntary income	-	357	357
Charitable activity income	-	124	124
Total Income	-	482	482
Expenditure:			
Charitable activities	-	90	90
Total Expenditure	-	90	90
Net Income / (Expenditure)	-	392	392
Transfers between funds	-	-	-
Net Movement in Funds	-	392	392
Total funds brought forward	-	6,541	6,541
Total funds carried forward	-	6,932	6,932

<u>Movements in funds</u> <i>Previous year comparison</i>	Balance at 01/04/2021	Income	Expenditure	Transfers between funds	Balance at 31/03/2022
<u>Unrestricted Funds:</u>					
General Funds	6,541	482	(90)	-	6,932
Total Unrestricted Funds:	6,541	482	(90)	-	6,932
Total Funds:	6,541	482	(90)	-	6,932