



# GLENSIDE HOSPITAL MUSEUM

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

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## **Trustees' Report and Financial Statements for the year to 31<sup>st</sup> March 2024**

**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 31<sup>st</sup> March 2024

### CONTENTS

#### Page

2. Reference and Administrative Information
2. Structure, Governance and Management
3. Objects and Activities
4. Achievements and Performance
5. Statement of Responsibilities of Trustees
6. Accountant's Report
7. Statement of Financial Activities
8. Balance Sheet
9. Notes to the Accounts

### 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 2023-24

Anwyl Cooper-Willis (chair)  
John Pimm  
Claire Charlton  
Anna Louise Bryant  
Gwyn Birt

### 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* Charity. The transfer of assets to the CIO has been held and the FGHM charity is in the

# GLENSIDE HOSPITAL MUSEUM C.I.O.

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process of being closed, we are awaiting a final payment from Historic England grant before this can be completed.

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. It is anticipated that this money will be needed to support the Museums' future plans and trustees have agreed to use it for this purpose.

## **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.

We raised our entry fee to £5 per adult for an annual ticket to encourage repeat visits. The income contributes materially to the Museum's funds. We continue to have a lively interactive social media audience as our social media volunteer continues to create

# GLENSIDE HOSPITAL MUSEUM C.I.O.

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interesting content. For example our Facebook has some 1900 followers, they are very much a local audience with 90% coming from the UK of which 54% are from the Bristol area. Our August 2023 Facebook post reach was 3,365 and post engagement 1,485. Through integration with our website we expect our social media followers to double.

We took our portable exhibition to be part of Bristol Cathedral's 'Party on the Green' in June 2023, engaging with over 200 participants in our sleep project as well as providing them with items from our collection to interact with. Many interesting discussions were had about sleep and its importance in maintaining wellbeing with event goers. We also were part of Bristol artist's Luke Jerram's edible history initiative. Six giant chocolate sculptures were made for six important Bristol venues. Our object was a giant one meter diameter, version of a nineteenth century brass button from Bristol County Asylum, one of the smallest items in our collection found by the gardeners on the Glenside site. It was displayed in the museum for several months. It was the world's largest chocolate button!

In partnership with Outside In (Charity No. 1171128) we delivered four successful iterations of a Step-Up Exploring Collections course. The work was then exhibited online and in the Museum: 'Looking to the Light', opened in June 2022 and closed in March 2023, which was followed by the course delivered to 10 artists from the charity PROPS who had Learning Disabilities supported and their work went on show, 'Every Picture Tells a Story' until April 2024.

- The Historic 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. Our exhibition 'Answering the Call' showcasing the work of 24 artists and stitchers who had been working with the Museum all year to pay tribute to the psychiatric nurses from the Caribbean and Africa who contributed their stories was launched in April 2024.
- We are still collaborating on Brinstow Bristol University grant to understand the therapeutic value of stitch. We conducted 18 EEG readings with the support of Bristol and Bath Universities at the Museum on people stitching to see if it was therapeutic to the brain.
- West of England Small Museums Capital Grant, West of England Combined Authority (£6000) for a new website to help increase footfall digitally and in house.
- Museum Development South West Small Grants (£4500), match funded by (£8000) to develop a robust disposal process to ensure our collection going forward is pertinent to our mission.

We continue to deliver GHM handling collection learning workshops hinging on discussions prompted by items in our collection to young people from universities, tertiary colleges and sixth form groups. Many are repeat customers, and have been yearly since we started the workshops in 2016.

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.

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## 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 2<sup>nd</sup> August and signed on their behalf by:



..... Anwyl Cooper-Willis, Trustee



..... Claire Charlton, Trustee

# GLENSIDE HOSPITAL MUSEUM C.I.O.

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## **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.



..... 16<sup>th</sup> September 2024

Rupert Taylor  
5 Mount Pleasant  
Millbrook  
Torpoint  
Cornwall PL10 1BH

# Glenside Hospital Museum CIO

## Statement of Financial Activities

### Year to 31st March 2024

	Note	Restricted funds 2024	Unrestricted funds 2024	Total funds 2024	Total funds 2023
		£	£	£	£
<b>Income:</b>					
Donations	[2]	-	5,890	5,890	438
Charitable activities	[3]	7,500	3,180	10,680	1,041
Investments		-	139	139	-
<b>Total Income</b>		<b>7,500</b>	<b>9,209</b>	<b>16,709</b>	<b>1,479</b>
<b>Expenditure:</b>					
Charitable activities	[4]	10,145	6,566	16,711	90
<b>Total Expenditure</b>		<b>10,145</b>	<b>6,566</b>	<b>16,711</b>	<b>90</b>
<b>Net Income / (Expenditure)</b>		<b>(2,645)</b>	<b>2,643</b>	<b>(2)</b>	<b>1,389</b>
Transfers between funds		2,645	(2,645)	-	-
<b>Net Movement in Funds</b>		<b>-</b>	<b>(2)</b>	<b>(2)</b>	<b>1,389</b>
Total funds brought forward		-	8,321	8,321	6,932
<b>Total funds carried forward</b>		<b>-</b>	<b>8,319</b>	<b>8,319</b>	<b>8,321</b>

# Glenside Hospital Museum CIO

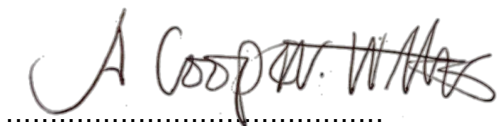
## Balance Sheet

As at 31st March 2024

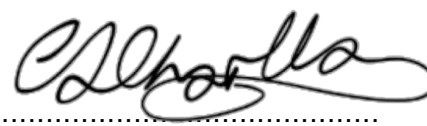
Registered charity no: 1170808

	Note	2024 £	2023 £
<b>Fixed Assets</b>	[5]	-	-
<b>Current Assets</b>			
Cash at bank and on hand		11,496	8,513
Debtors and prepayments		433	-
		<b>11,929</b>	<b>8,513</b>
<b>Current Liabilities</b>			
Creditors and accruals	[7]	3,610	192
<b>Total Current Liabilities</b>		<b>3,610</b>	<b>192</b>
<b>Net Current Assets</b>		<b>8,319</b>	<b>8,321</b>
<b>Net Assets</b>		<b>8,319</b>	<b>8,321</b>
<b>Statement of funds</b>			
<b>Unrestricted funds:</b>			
Designated funds	[8]	7,000	7,000
General funds	[8]	1,319	1,321
		<b>8,319</b>	<b>8,321</b>

Approved by the trustees on 2nd August 2024 and signed on their behalf by:



Anwyl Cooper-Willis



Claire Charlton



# Glenside Hospital Museum CIO

## Notes to the Accounts

Year to 31st March 2024

### [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 2024 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.

(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.

**Glenside Hospital Museum CIO**  
**Notes to the Accounts (continued)**  
**Year to 31st March 2024**

(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>	2024	2024	2024	2023
	Restricted	Unrestricted	Total	Total Unrestricted
	£	£	£	£
Individual donations	-	5,569	5,569	438
Gift Aid	-	321	321	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	5,890	5,890	438
[3] <u>Income from charitable activities</u>	2024	2024	2024	2023
	Restricted	Unrestricted	Total	Total Unrestricted
	£	£	£	£
Grants	7,500	-	7,500	-
Sales	-	1,003	1,003	266
Events income	-	2,177	2,177	775
	<hr/>	<hr/>	<hr/>	<hr/>
	7,500	3,180	10,680	1,041

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

[4] Analysis of expenditure on charitable activities

	Total 2024	Total 2023
<u>Direct costs:</u>	£	£
Professional fees	13,967	-
Exhibition and event costs	1,553	-
Advertising and publicity	195	-
	<hr/>	<hr/>
	15,715	-
<u>Support costs:</u>		
Postage, stationery and IT	41	-
Refreshments	359	-
Membership	72	42
Repairs and maintenance	144	-
Accountancy	140	48
Publications	241	-
	<hr/>	<hr/>
Total Support Costs	996	90
	<hr/>	<hr/>
Total Expenditure	16,711	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 2024**

[5] <u>Tangible Fixed Assets</u>	2024	2023
	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>	2024	2023
	£	£
Trade debtors	321	-
Gift Aid due	112	-
	-----	-----
	433	-

[7] <u>Creditors</u>	2024	2023
	£	£
Amounts due within 12 months:		
Accruals	140	192
Sundry creditors	3,470	-
	-----	-----
	3,610	192

[8] <u>Movements in funds</u>	Balance at 01/04/2023	Income	Expenditure	Transfers between funds	Balance at 31/03/2024
<u>Restricted Funds:</u>					
REST cataloguing project	-	4,500	(7,054)	2,554	-
REST web project	-	3,000	(3,091)	91	-
	-----	-----	-----	-----	-----
Total Restricted Funds:	-	7,500	(10,145)	2,645	-
<u>Unrestricted Funds:</u>					
<u>Designated Funds:</u>					
Reserve Fund	7,000	-	-	-	7,000
	-----	-----	-----	-----	-----
Total Designated Funds:	7,000	-	-	-	7,000
General Funds	1,321	9,209	(6,566)	(2,645)	1,319
	-----	-----	-----	-----	-----
Total Unrestricted Funds:	8,321	9,209	(6,566)	(2,645)	8,319
	-----	-----	-----	-----	-----
Total Funds:	8,321	16,709	(16,711)	-	8,319

The transfers from General Funds to restricted funds represent match funding from the charity's own reserves.

- [9] Payments to trustees and related party transactions  
No trustees received remuneration during the year.  
There were no payments to trustees during the year (2023 nil).  
There were no other related party transactions during the year.

- [10] Staffing  
The charity employed no staff during the year (2023 nil).

**Glenside Hospital Museum CIO**  
**Notes to the Accounts (continued)**  
**Year to 31st March 2024**

[11] Previous year comparisons

<u>Statement of Financial Activities</u> <i>Previous year comparison</i>	Restricted funds <b>2023</b> £	Unrestricted funds <b>2023</b> £	Total funds <b>2023</b> £
<b>Income:</b>			
Donations	-	438	438
Charitable activities	-	1,041	1,041
<b>Total Income</b>	<b>-</b>	<b>1,479</b>	<b>1,479</b>
<b>Expenditure:</b>			
Charitable activities	-	90	90
<b>Total Expenditure</b>	<b>-</b>	<b>90</b>	<b>90</b>
<b>Net Income / (Expenditure)</b>	<b>-</b>	<b>1,389</b>	<b>1,389</b>
Transfers between funds	-	-	-
<b>Net Movement in Funds</b>	<b>-</b>	<b>1,389</b>	<b>1,389</b>
Total funds brought forward	-	6,932	6,932
<b>Total funds carried forward</b>	<b>-</b>	<b>8,321</b>	<b>8,321</b>

<u>Movements in funds</u> <i>Previous year comparison</i>	Balance at 01/04/2022	Income	Expenditure	Transfers between funds	Balance at 31/03/2023
<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