

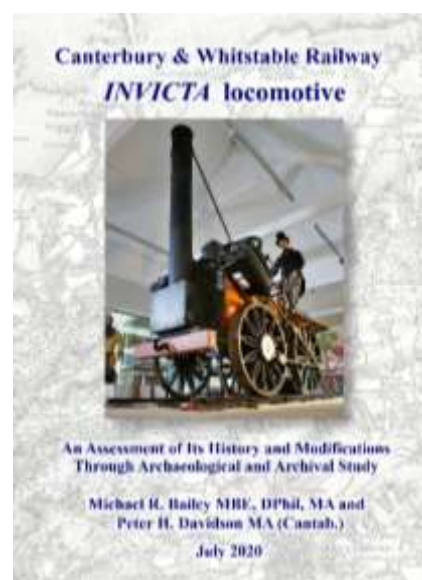
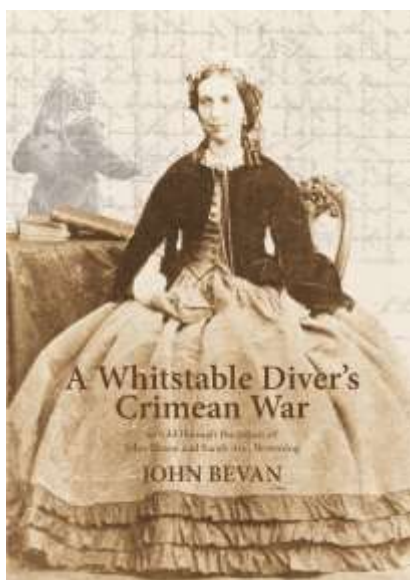


# Whitstable Community Museum and Gallery

Registered Charity No. 1171101

Arts Council Accredited

## 2020-21 Review for AGM





**South East Museums  
Development Project**

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## Museum Charity Summary 2020-2021

This report is written at the end of a very unsettled year caused by the Covid-19 pandemic.

The Museum's Trustees now face challenging times as they work to rebuild the visitor numbers to regain a strong financial position. Once reopened it will be necessary to be agile and adapt as situations become clearer, whilst being mindful that the future regarding the pandemic is still not certain and this may continue for an extended period.

Our enthusiastic and competent volunteers have fulfilled all the museum roles including management, governance, display design and construction, gardening, shop operation and front of house. There was also the added pressure of preparing for, and opening safely under the new Covid regulations. Work on the collections and archives has largely not been possible due to the physical constraints of the building and the Covid precautions necessary, although work has been undertaken at home where possible. On-line training has taken place and our highly successful Facebook campaign Whitstable in 100 objects which commenced at the start of the lockdown, proved very popular encouraging volunteer, member and public participation whilst continuing to raise the profile of the Museum whilst we were closed.

Being run entirely by volunteers has meant that our vulnerability as a result of the pandemic has been less than Charities with paid staff, even so, we took measures to reduce our outgoings and manage other costs. Expenditure was lower than the previous year, but still exceeded income for the first time ever. This shortfall was balanced in part by the government support payments received, a modest Arts Council Grant and drawing on charity reserves.

It is clear that without grant funding and Canterbury City Council support, it would be difficult to operate the Museum and to continue its rapid growth, particularly in a time when business income suffers from factors outside our control.

We have been able to launch our new website and a new promotional leaflet and are producing a new town guide and map to promote Whitstable and its heritage to encourage visitors into the town. We have also produced a new heritage trail 'walking the (sea) walls' and published a new book 'A Whitstable Diver's Crimean War' which has proven popular both here and abroad.

A forensic survey of Invicta has resulted in a detailed research report being completed, copies of which are now on sale and a Zoom lecture is planned for May. The Stephenson Beam Engine project group has been formed, with the work to ensure the renovation of the engine planned over several phases and several years.

Whilst school visits have not been possible, we have commissioned a consultant to work with volunteers to design a visit for a local special school and develop a sensory trail ready for when we reopen.

The museum's relationships with both the Whitstable community, schools, partners and expert bodies continues to grow as we seek to realise the full potential of the museum.

## Visitor Numbers

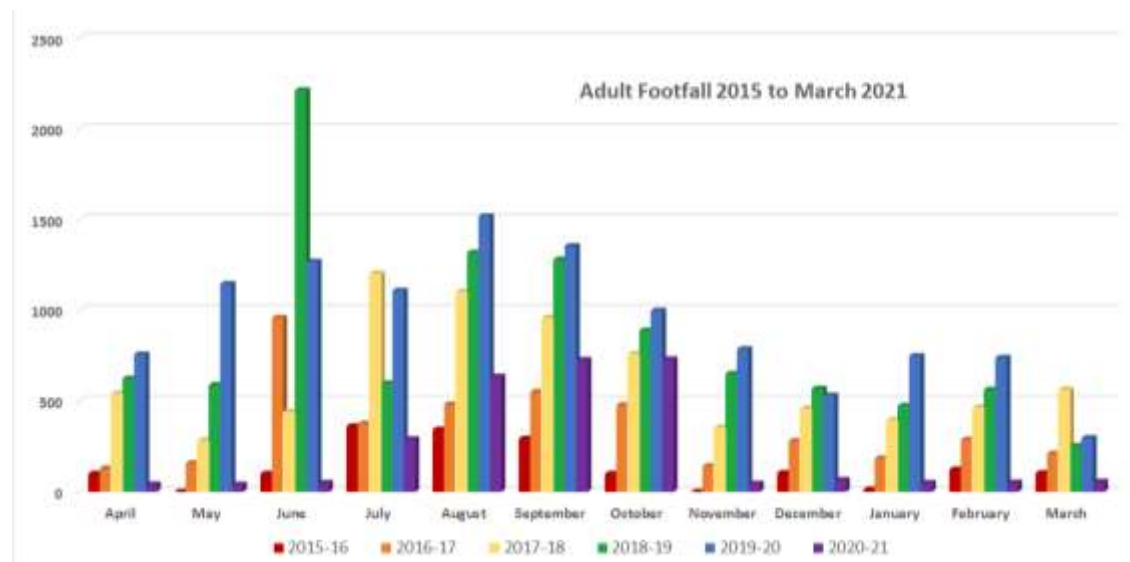
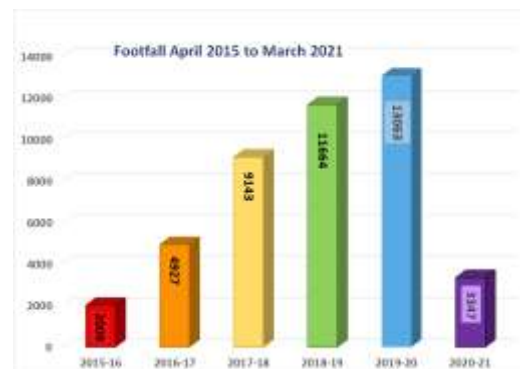
### Annual (right)

Museum reception staff record footfall by type of visitor. Up to 2019-20 visitor numbers had increased every year.

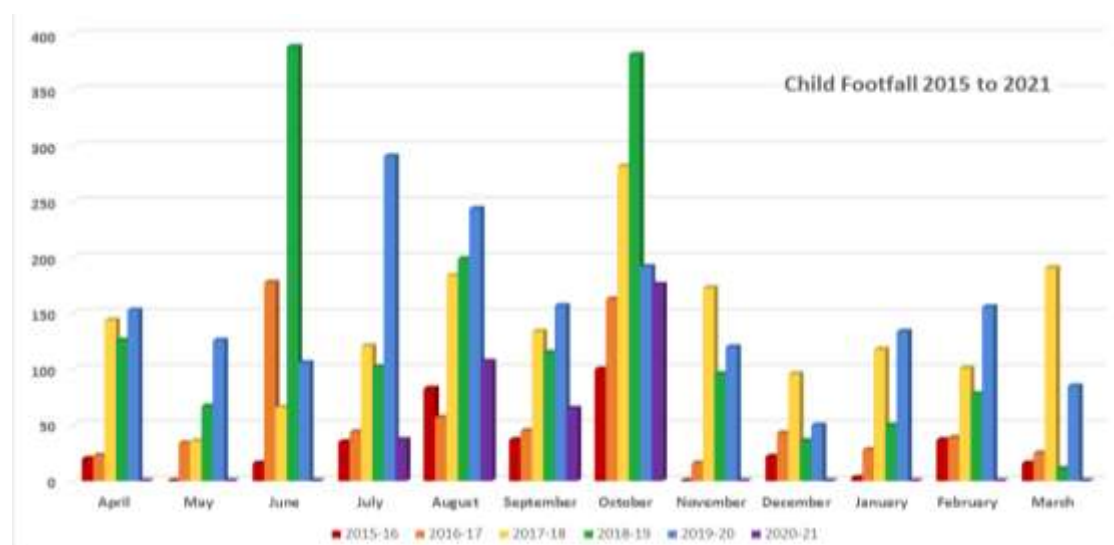
### Visitors by Month (below)

Adult and child visitors are shown below (April to March):

Red: 2015 – 16                      Orange: 2016 – 17  
Yellow: 2017 – 18                  Green: 2018 – 19  
Blue: 2019 – 20                   Purple: 2020 – 21



Covid-19 had a huge impact on adult visitors with no adult visitors for 8.5 months. However in the three full months of August to October numbers recovered quite quickly which we take as an encouraging sign for future opening. The large reduction in concessions (over age 60) is a major concern.



Child visitor numbers suffered a greater reduction than adults which we attribute to concerns by parents. We were unable to run summer activities, the popular 'Fun Palace' in October and the Easter and Christmas special activities.

## Museum History

On August 12<sup>th</sup>, 1885 the “Opening of the Whitstable Museum” was recorded by Harbourmaster William London in his diary. The museum was probably a ‘cabinet of curiosities’ in the Assembly Rooms, where lectures were given, now the Horsebridge Centre.

After the second World War, the Whitstable Historical Society began to collect artefacts and documents. Eventually in 1985, the current building was purchased to house the collection using mainly funds left in trust by Fred Goldfinch. The Foresters Hall Trust, the successor charity of which Canterbury City Council (CCC) is the sole corporate trustee, owns the main museum building and part of the collection. The building facing Oxford Street is owned by CCC, which also maintains all the buildings.

In 2014, responding to budget pressures, CCC planned to reduce opening and possibly to close Whitstable Museum. Six Whitstable charities formed the Whitstable Community Museum Group in August 2014 to seek transfer of the Museum to community operation. Whitstable Community Museum & Gallery (WCM) became a Charitable Incorporated Organisation (CIO) in January 2017, registered charity No. 1171101. The Museum CIO signed a five-year lease and management agreement with CCC in June 2018.

WCM, as an independent group, gained Arts Council accredited museum status in October 2018. This is the national benchmark by which performance, object loans and grants to museums are based.

## Governance

The CIO is limited by guarantee, is governed by a formal Constitution and comprises individual and corporate fee-paying members with voting rights on specific resolutions and election of Trustees.

The elected Trustees form an Executive Board to manage CIO activity with the immediate aim of operating the Whitstable Museum on behalf of the community and CCC Museums and Galleries.

Day to day operation of the Museum is managed through select committees, which report back to the Executive Board

### **WCM CIO’s charitable object:**

*To advance education in Whitstable and the surrounding area by the promotion and support of heritage centres, museums, galleries and libraries and by related programmes of outreach and research, fostering knowledge, understanding, appreciation and enjoyment of the arts, history, science and technology for residents and visitors.*

WCM’s immediate objective is to operate Whitstable Museum on behalf of the community and CCC Museums and Galleries. The membership of the museum charity elects the trustees at the AGM.

### **WCM statement of purpose:**

*To use the resources of the museum, the Whitstable area and community, the collections and the experience of the volunteer staff to enthuse and inform visitors and residents in the history and heritage of the local area. The museum will be proactive in recording, conserving and interpreting the history, heritage and culture of Whitstable, the surrounding villages and countryside. Our customer relationship will encompass exhibitions, collection development, research, learning, community engagement and outreach. The widest possible range of users will be provided with access to the museum, collections and opportunities.*

**Probity:** Museum income and expenditure are administered by an elected treasurer reporting directly to the Executive Board. All expenditure is subject to approval according to the financial policy and procedures. Accounts are externally examined, published annually and presented to Members, the Charities Commission and Canterbury City Council.



## Museum Charity Accounts Financial Year 2020 to 2021

WCMG Accounts 2020-21				31 March 2021 - not examined.					
Summary			Notes						
Income inc. grants		81,879	14/48 weeks open						
Expenditure		37,964	Arts Council grant conditions satisfied						
Income less expenditure		43,915							
Carried forward from previous		82,227	Grants in previous years fund Invicta move project.						
Account balance 26 Mar 20		126,143							
Of which - reserves									
Building		40,000	Target 20% of expected building costs.						
Emergency		10,000	Covid-19 effects could last a further year						
Move Invicta project		15,347	Invicta interpretation.						
Receipts									
	2019-20 Outturn	Budget Unrestrict	Budget Restricted	2020-21 Budget	Outturn U	Outturn R	Comment		2021-22 Budget
Admissions	6,338.46	3,000	-	3,000	2,188.00		14 weeks open		4500
Shop sales	2,856.56	2,000	-	2,000	2,147.49		18 weeks open		3000
Print Sales	11,915.94	5,000	-	5,000	8,788.67		18 weeks open		11500
Membership	2,110.27	2,000		2,000	1,193.15				1600
Donations	4,892.03	3,000	-	3,000	1,310.92		14 weeks open		3000
Shop rental	6,258.85	3,000	-	3,000	4,224.37		Inc. refunds		4210
CCC	20,000.00	20,000		20,000	20,000.00		CCC contract Y3		18000
Gift Aid	1,035.79	1,000		1,000	1,178.54				600
Other income	226.44	500		500	1,597.40		Covid-19 grants		500
Grants	53,523.00		28,000	28,000		39250.86	Total of grants		0
Total Receipts	109,157.34	39,500.00	28,000.00	67,500.00	42,628.54	39,250.86	81,879.40		46,910.00
Payments									
	2019-20 Outturn	Budget Unrestrict	Budget Restricted	Budget TOTAL	Outturn U	Outturn R			2021-22 Budget
Services	8689.68	10,000	-	10,000	6,618.63		Utilities, insurance		9000
Administration	4,457.10	5,000	-	5,000	5,474.07		General operations		5500
Shop	2,882.27	3,200	-	3,200	1,110.03		Stock for shop		2000
Print Materials	3,839.11	4,000		4,000	3,980.70		Stock for print sales		4500
Education / Display	1,184.26	2,500	-	2,500	2,036.36		Schools and activities		2000
Conservation	828.95	2,500	-	2,500	1,038.18		Object protection, advice		2000
Exhibitions	1,176.20	2,500		2,500	130.00		All exhibitions		2000
Garden Grounds	96.49	300		300	148.25		Plants, furniture, new plot		1000
Marketing	1,270.52	2,500		2,500	2,014.41		Attract back visitors		1200
Staff Development		4,000		4,000	1,512.00		Consultants		1000
Projects	143,459.47		28,000	28,000		13901.4	See accounts for details		15,000
Total Expend	167,884.05	36,500	28,000	64,500	24,062.63	13,901.40	37,964.03		45,200.00
2019 / 2020 Balance									
C/F 2018-19	140,954.21	2020 / 2021 Balance			Unrestrict	Restricted	Total		
Income - Expend	58,726.71	C/F from 2019-20			63018.93	19208.53	82,227.46		
End of 2019-20	82,227.50	Income - expenditure			18565.91	25349.46	43,915.37		
Bank Balance 31/3/19	82,227.45	Transfer between funds			-23000.00	23000.00	-	Appropriate reserves.	
		Balances to date			58584.84	67557.99	126,142.83		
		Bank Balance 31Mar 21					126,142.89		

## Financial Commentary

The Covid-19 pandemic effected museum charity finances in various ways. While some aspects of major projects have continued, the main financial effect has been to delay allocated expenditure into the 2021-22 financial year. Careful management has reduced certain building costs such as heating, particularly in the 5 months November to March. We have also been able to reduce insurance costs by changing provider and finally resolved the dispute over three supply points with water companies.

Our vulnerability to the pandemic has been lower than many charities as we do not currently have any paid staff, which many charities depend on visitor income to cover.

As can be seen from the accounts summary on the previous page, the trustees set a reduced budget for income in the expectation that the pandemic would hit visitor numbers possibly over an extended period. As might be expected, donations and admissions income are between 27% and 35% of last year. Volunteers were able to open the shop for 5 months with an income at 73% of last year, which is excellent in the circumstances. Membership income dipped somewhat.

This reduction in income has been balanced in part by government support payments via business rates for which the museum qualifies. In addition we applied for an Arts Council grant designed to support museums and other arts agencies.

### Business as Usual summary

	2019-20	2020-21
Income from the shop, prints, donations, admissions and membership	35,634	22,450
General Museum costs (excluding projects)	24,424	24,062

Overall, our diverse income streams marginally exceeded the much reduced budget prediction of £18,000. As can be seen, expenditure was slightly lower than last year, but still exceeded income, for the first time ever. Fortunately government support has balanced this loss.

Our business income is not enough to fund other than small projects. This reminds us of the general difficulty of raising funds and cautions against over-optimism. General museum expenditure was well below budget £35,500 which in hindsight did not take into account the general slowdown in all activity.

### Major Activities summary

	2019-20	2020-21
Management contract payment CCC	20,000	20,000
Grant income (CCC, Friends, SEMDP, Goldfinch Trust, CCA, Arts Council)	53,523	39,251
Projects expenditure	143,459	13,901

It is clear that without grant funding and CCC building support it would be very difficult to operate Whitstable Museum, particularly to survive factors outside our control such as a pandemic.

### Reserves

Trustees have addressed the requirement for the museum charity to plan formally for future projects and indeed to ensure the museum could survive a future emergency. Three reserves have been designated:

Building Reserve – plans to cover the courtyard, create visitor toilet etc.	£40,000
Emergency – a future pandemic, fire etc.	£10,000
Projects – to protect unspent funds designated by donors for specific projects	£15,347

The 2019-20 accounts were examined by accountants 'Achieving Clarity' and submitted to the Charity Commission as required. The 2020-21 accounts will be examined once agreed by the Trustees



## Main Report

### Museum Membership

Membership of the Whitstable Community Museum & Gallery charity is an important part of the charity governance. Members elect the trustees on a three-year cycle and consider and hopefully approve the annual reports and finances at the AGM.

Membership has remained steady through 2020-21 with new members joining nearly every month we are open. We now have 183 Members made up of single, joint, multiple and corporate Memberships.

A strong membership indicates that Whitstable Museum has a strong support in the community and gives the trustees a mandate to further develop museum facilities and the visitor experience. Members enjoy a number of benefits including free entrance, receiving invitations to events and private views, being kept up to date with our news and having the opportunity to play a closer part in the work and the life of the Museum. Membership fees provide an important income stream that is hopefully not affected by emergencies, with the advantage that it qualifies for Gift Aid.

### Volunteer Teams

Volunteer numbers have remained steady with good support for all the various museum activities and responsibilities, the museum having no paid staff.

During the first lockdown, the Facebook campaign **Whitstable in 100 Objects** involved everyone with suggestions for subjects to include.

A great volunteer effort was put in to prepare the museum for opening safely under the new Covid regulations. Small group sessions were held for front of house volunteers to discuss the new procedures and the rota was filled for welcoming our visitors when opening was allowed.

During that time we were able to invite Volunteers to participate in a workshop led by Michele Crowther, a learning and research librarian, to enhance the role of Whitstable women in our stories and exhibitions. Research for this is ongoing and will eventually be incorporated into some of our displays.

Small volunteer led working parties for various museum projects were also able to proceed under social distancing rules until the third lockdown although research and Zoom meetings have continued.

### Communications and Marketing

The increased resource, following the appointment of a new Trustee in December 2019, has enabled the Museum to embark on a strategy aiming to increase visitor numbers and broadcast the benefits offered by the Museum to a wider audience.

Although marketing opportunities have been somewhat thwarted as a result of statutory pandemic lockdowns the following initiatives have been taken.

- A new website providing a platform for the broadcast of comprehensive and current information.
- Publication and limited distribution of promotional leaflets and posters.
- Production of a new town guide and map for free issue to promote the town and its heritage.
- Professional taken photographs of museum artifacts for promotional use generally.
- Provision of a heritage trail "Walking the (Sea) Walls" for sale to visitors.
- Improved external signage designed to make the Museum more visible to the public.
- Broadcast via Facebook of "Whitstable in 100 Objects" to encourage volunteer and members participation and public interest during the lockdowns.
- Promotional articles in local newspapers and publications.

The re-opening of the museum following lockdown will provide the freedom to actively promote the museum through implementation of the following initiatives.

- Promotion to and collaboration with places of learning.
- Promotion to community organisations, clubs and interest group Nationally.
- Collaboration with other museums and recognised centres of excellence.
- Promotion to National travel companies, hotels etc.
- Internet linkage to appropriate third-party websites.
- Promotion through press releases and focussed articles to local and National media.

## Museum Shop and Print Sales

To reduce Covid-19 risks, the shop products were streamlined during the times when the Museum could open, concentrating on local books, prints and children's items. Sales have been good in relation to the number of weeks open. The new book, *A Whitstable Diver's Crimean War*, has proved popular, selling to locals, visitors and by post. We have also sold copies abroad in Sweden and Norway and 10 to the Diving Museum in Gosport.

Print sales have been excellent this year, at 73% of last year, as the front shop could open for a month longer than the Museum. Thanks are due to the volunteers who manned the shop when Maggie was unable to due to shielding. Sales have been good throughout the time open and have continued via Email whilst the shop has been closed. We now have aerial photographs taken by Evolution Drone, *The Aerial Coastline Survey*, available to sell in the shop.

The new hanging system for prints has now been installed and has made displays in the shop more manageable and attractive.

## Museum Garden and Grounds

Unfortunately due to Covid-19 restrictions we have been unable to begin the activities for children in the garden. We are hopeful that we may be able to start them in early summer.

The garden has done well this year and some of the climbers we cut back have flourished. We have purchased a new large pot which has been planted up and added to the others.

The 'Spot and Dot' sheets produced to encourage children to go out into the garden have proved popular but we will need several variants to match the growing seasons.

Next year we hope to put into place some of the activities for children already planned and continue to grow a variety of plants in the garden. We have now signed the lease to rent the small piece of land to the rear of the gallery and after clearance will use it for storage and an additional easily maintained space for volunteers to use.

## Research

Due to lockdown restrictions in 2020/2021 many planned initiatives were unable to take place, both in Archives, Collections and the Study and Education Area (SEA). Attendance by Archives volunteers was severely restricted for much of 2020, down to less than 25% of normal commitment. Volunteers worked at home to continue research, but this work was limited by non-access to the Archives material. Volunteers also answered, wherever possible, and from their own knowledge, some of the online enquiries, which had increased significantly during lockdown. A holding email response was sent out to all enquirers, and there was continued online liaison with partnership groups.

The plan in 2021/22 is to catch up on the backlog of

1. Cataloguing existing and newly deposited collections.
2. Logging and making records for new deposits currently held, once their accession has been approved by the Archives and Collection Committee.
3. Work will continue on re-organisation within the Archives filing to provide easier access, a more usable space and better storage systems.
4. Research will be undertaken on the outstanding online enquiries, within time limitations.

This is all likely to be very time-consuming, but the team will then move on to the continued installation of the Study and Education Area for public use, and new enquiries and projects, including research to provide material for future exhibitions.

## Collections and Archives

The shutdown has meant that little work has been possible during the year due to the physical constraints of the space available and the health needs of many of the volunteers (many in the COVID high risk age groups). Some work was possible: the work of cataloguing and photographing the [fossils and] Neolithic material has been completed which has given a much better understanding of what the Museum has, and has also led to ideas how the display can be improved. Before phase 3 of the lockdown work had started on considering what needed to be done to rectify a believed gender imbalance in the Museum displays, for instance reviewing possible artefacts for display and researching and creating new display material. This work will resume when possible.

Some work has been possible off site on identifying likely gaps in material available in our archives which might be available elsewhere as primary sources. An example of this is who in Whitstable was signed up as a Sea Fencible (circa 1800) and what did they do, but final information will depend on access to pay and other records at the National Archives.

Potential donations have been offered to the Museum but it has not been possible to process most of these. We were able to accept a donation of books and artwork from the Whitstable Society from a bequest to them.

We are aware that the museum building is damp in places. Throughout the year, and especially during the periods of closure, Trustees have ensured that the environmental conditions within all parts of the Museum have been maintained to a satisfactory standard by daily inspection.

## Building Improvements

The CCC investment in building maintenance is essential to Whitstable Museum's sustainability. Within this partnership, WCM also contributes to enhancing the museum facilities by repairing and improving the premises as well as creating new displays. This work reflects well on both the museum and CCC.

- Repair and repainting of the Oxford Street fascia by CCC contractors.
- New carpet installed in the Oxford Street front building.
- Picture hanging system installed in the Oxford Street front building.
- Replacement of two dehumidifier systems and purchase of a third to more accurately control the relative humidity within the limits acceptable for the objects on display and in storage.
- Substantial investment in DIY perspex screens in five locations to ensure that the volunteers and the public are safe despite the transmissibility of the coronavirus.
- Creation of the one-way system for the public, plus signage and hand sanitising stations.
- A new notice board in the front courtyard.

## Community Benefit

School and community group visits were completely stopped during the pandemic. To restart these important activities will take concerted effort as understandably there will still be concerns over meeting in groups even after restrictions are removed.

We have commissioned work by a consultant to work with volunteers to design a visit from a local special school, plus the design of a sensory trail. This project is currently awaiting the lifting of access by schools.

Volunteers have become more confident with the use of Zoom, Facebook, email and web to communicate without a physical presence. The pandemic has caused us to consider the role of the museum in the wellbeing of our volunteers, many of whom have developed new friends while supporting the museum.

## COVID-19 Continuing Risk to WCM

The museum was closed for 38 weeks in 2020-21. The shop was able to open for 43 weeks plus several on-line sales. Some research, marketing and interpretation has continued remotely, but all work within the museum stopped for several months. The reduction in service to visitors and the community is a major concern.

The charts on page 6 show how visitor numbers recovered gradually when we opened from late July to October. Indeed by October we were at 75% of previous year's adult footfall. However, child footfall recovered much more slowly. We also know that older visitors were much reduced in number, as were international visitors.

Opening the museum from mid May may be possible, missing Easter and 6 weeks of the year. We also need to plan for a slow ramp up of visitors taking perhaps a year to reach 2019-20 numbers and even longer to re-establish our pattern of growth.

The risks can be summarised:

- A new variant causing a fourth Covid-19 wave, or by ending the lockdown too early.
- Financial risk of another year partly or mainly closed.
- Our valuable volunteer team being reduced as there is little to do.
- Slow return to previous good footfall with possible long-term reduction.

What we must do:

- Use all possible, effective and affordable media to publicise the museum and indeed Whitstable as a tourist destination.
- Re-establish the excitement and sense of purpose in the volunteer team.
- Ensure that the museum displays are refreshed and we are ready for re-opening as soon as it is safe so to do.
- Seek grants to enable new visitor facilities, displays and events to be organised.

## Projects

The museum was open for 14 weeks, although with tight restrictions on access. The limited space in the upstairs office area had to be limited to 2 people. With due concern for safety, some working parties could be arranged for some of the year, but overall on-site work was much reduced.

### Invicta Locomotive

Dr. Michael Bailey MBE and Peter Davidson are acknowledged early locomotive experts and are researching the oldest 10 preserved steam locomotives in the world, which group includes Invicta. A request for help with Invicta's history resulted in an offer to contribute a forensic survey and archival research, for which the on-site work was completed just before Covid-19 closure. Subsequently, a detailed 120-page illustrated research report was completed by Dr Bailey and Mr Davidson over the summer and is now available for purchase from Whitstable Museum. We are planning with Dr Bailey a Zoom lecture in May and an attended lecture in Whitstable hopefully later in the year.

Invicta has been lowered to her final position in the pit, on original fish-bellied rails spiked to a reasonable interpretation of wood sleepers of the 1830 period. Working parties have installing a floor under Invicta to store the lifting cradle and to hold a mirror to enable inspection of the valve timing mechanism. Work has also included:

- Archival research to establish early C&WR history.
- A comprehensive photographic survey of Invicta.
- The display of three dioramas at child height showing C&WR history.
- Providing in-depth interpretation without obscuring Invicta as an iconic object.

### Stephenson Beam Engine

The 1829 beam engine is possibly the earliest example of a steam beam winding engine. The transition from stationary engines and inclined planes to locomotives was a source of great innovation and disagreement amongst experts and we are fortunate to be able to illustrate both sides of the discussion.

The beam engine is now secure in the museum yard and protected by tarpaulins. A surprising number of visitors are interested to see the beam engine as a supervised activity.

To renovate the engine will require several phases over some years:

- Create a team to conserve the beam engine.
- Produce accurate engineering drawings to enable its re-building.
- Research its historical significance and create interpretation.
- Obtain expert advice as to preservation and strategies for re-erection.
- Arrange long-term cover that enables both viewing and work.
- Have the missing parts made (including large bearing blocks).
- Raise substantial funds.

### Whelk Boat Floreat

Work on Floreat has been severely restricted this year. The plan is for the public to be able to inspect Floreat with objects showing how whelks are trapped by the pot method and the history of the migration from Sheringham. Floreat is also an excellent example of wooden boat building and was built by the Anderson, Rigden and Perkins shipyard on Island Wall.

In principle it would be exciting for children to be able to board Floreat, but this will require detailed planning to ensure that this would be safe.

## **Archaeology – 1 Million BCE to 1800 AD**

The WM collection includes stone tools that were collected in the Whitstable area and visitors are excited to handle objects around 12,000 years old. Although we have limited information on the exact locations and context of the tools, a lithics expert has audited the assemblage and has helped us with interpretation. It turned out that the collection contains tools up to 450,000 years old and of several different periods.

The tools have been sorted into a prime collection and collections for supervised handling, with a PowerPoint presentation for volunteer development.

We are keen to enable children to handle such objects, but need to balance this with the security of the collection. To this end we are purchasing replica Stone and Bronze Age tools for day-to-day handling experiences. Real tools will also be available for more controlled supervised handling.

We will be approaching other museums where we have information that they may hold objects found in the Whitstable area. It is hoped that loans may be possible. We are aware that the intertidal zone contains a great deal of archaeology that is being exposed by the effects of global warming and is in danger of being lost.

WM volunteers have collaborated with Timescapes Kent over the past 3 years to excavate the 'Tankerton Beach Wreck' and the 'Old Brig' wreck, which are now both scheduled monuments. In due course we will receive the preserved and studied finds from these excavations.

## **Display Techniques – Samian**

With the help of the Playhouse Theatre a stand has been designed to house an animated introduction to Samian pottery. The display pottery is being redesigned to tell the story of how the pots were found on the sea bed, using a variety of interpretation methods including simplified text, map and drawings.

The work on the Samian pottery and the animation produced by Herne Bay Museum were enabled by a grant from the South East Museums Development Project.

As with other cabinets, we are constructing our own display stands from perspex sheet and tube. LED lighting is being increasingly used to provide localised light, rather than lighting the whole museum. This DIY approach considerably reduces costs, but required a great deal of volunteer time and skill.





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

Whitstable Community Musuem & Gallery

**On accounts for the year  
ended**

31/03/2021

**Charity no  
(if any)**

1171101

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021 DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

28/01/2022

**Name:**

Wendy Tetley ACMA CGMA MCIPD

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Management Accountants I3 C3

**Address:**

123 Harvey Drive Chestfield Whitstable Kent CT6 5RD

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Extremely well managed

Charity Name: **Walsingham Community Museum & Gallery**

Year ended: **31/03/2021**

Charity No. (if any):

**1177101**

I report to the trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31/03/2021.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report to you in respect of my examination of the Trust's accounts carried out under section 143 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I declare that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in any material respect:

- \* accounting records were not kept in accordance with section 139 of the Act; or
- \* the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Please delete the words in the brackets if they do not apply.

Signed:



Date:

**29/04/2022**

Name:

**Wendy Tuckey ACMA CGMA MCIPD**

Relevant professional qualification(s) or body (if any):

**Chartered Institute of Management Accountants (CIMA)**

Address:

**123 Harvey Drive, Chesham, Bucks HP8 5RD**