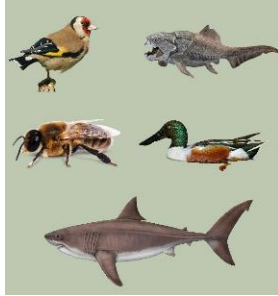




Ukraine UNITY Exhibition



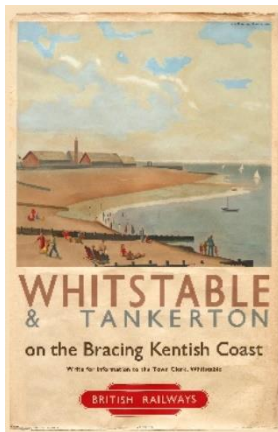
Wild Escape Project



Conserving Oil Paintings



Wildlife Exhibitions



New Whitstable Poster



Whitstable Community Museum & Gallery

Registered Charity No. 1171101

2022-23 Review & Business Plan





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Contents

Enabling Whitstable Museum to Thrive – Angela Boddy, Chair.....	4
Visitor Numbers	5
A Year on One Page	6
Museum History	7
Governance	7
Museum Charity Accounts Financial Year 2022 to 2023	8
Financial Year 2022 - 23	9
Business as Usual summary (revenue).....	9
Major Activities summary (capital)	9
Reserves.....	9
Performance Indicators	10
Museum Reports	11
Museum Gardens – Maggie Banbury.....	11
Museum Shop and the Front Shop – Maggie Banbury	11
Collections and Archives - Roger Livingstone.....	11
Library – Linda Livingstone.....	11
Volunteers – Gail Rogers.....	12
Membership – Martin Prestage	12
Research – Angela Boddy and David Newman.....	12
Marketing	12
Projects – Peter Banbury	12
Building Condition – Peter Banbury.....	13

Enabling Whitstable Museum to Thrive – Angela Boddy, Chair

Whitstable Museum continues to grow and attract visitors, with a 28% increase in child visitors and a 3% rise in adult visitors compared to pre-pandemic levels. The total visitor count has reached a record high of 13,867.

Exhibitions are vital to attract repeat visitors. As well as the main annual exhibition put on by the exhibitions team, the free compact display area has proved popular with local groups. We were particularly pleased to host the 'Unity' exhibition which celebrated the unity of purpose between Ukrainian refugees living in Whitstable and the people of the town, as demonstrated through a range of community activities.

We continue to welcome schools, clubs and societies year-round as well as hosting talks on various subjects within the museum.

However, financial challenges persist due to increasing costs, as admission income covers only 15% of the museum's revenue expenses. Additional revenue generation is therefore necessary. Retail income and donations cover day-to-day expenses but not development projects.

Prints, including railway posters and local art, are popular among tourists and locals, with sales of some items now reaching international destinations via mail order. Alternate fortnightly rental of the front shop also brings in vital funding to diversify our income streams.

The museum currently relies on Canterbury City Council for management support and building maintenance. In return we are attracting external funds to develop a thriving museum.

To address critical building repairs and improve visitor facilities, the museum has secured a £175,000 grant from Arts Council England to address historic water and damp ingress plus the construction of a wheelchair-accessible visitor toilet. A legacy donation will help make the Maritime and Peter Cushing Halls damp free and better suited to museum displays.

Membership numbers remain stable and we are exploring ways to boost membership further. Volunteer recruitment, crucial to the running of the museum, remains steady, with Duke of Edinburgh award and university students often joining the team. Fortunately, we are able currently to work without paid staff as volunteers fulfil all the roles from greeting visitors to curating exhibitions, governance, management, project work, construction and much more.

Collaborations with local and national agencies have resulted in research studies on historical topics and artefacts have been loaned to other museums. The museum regularly provides research services to the community, academic institutions, and outside organisations and is producing catalogues to help streamline this process.

Aided by an initial grant from South East Museum Development, we have been able review our oil paintings and gain insights for display and interpretation. A conservation review has highlighted the work needed to stabilise and improve paintings. Match funding has been received from the Goldfinch Trust for conservation of several oil paintings.

Overall, Whitstable Museum faces financial challenges but continues to attract visitors, collaborate with agencies and invest in improvements. Our immediate plans include addressing the building issues, expanding membership, continuing research and educational initiatives and conservation of our precious collection to realise our vision for the museum's potential.

Angela Boddy, Chair Whitstable Community Museum & Gallery Charity

Visitor Numbers

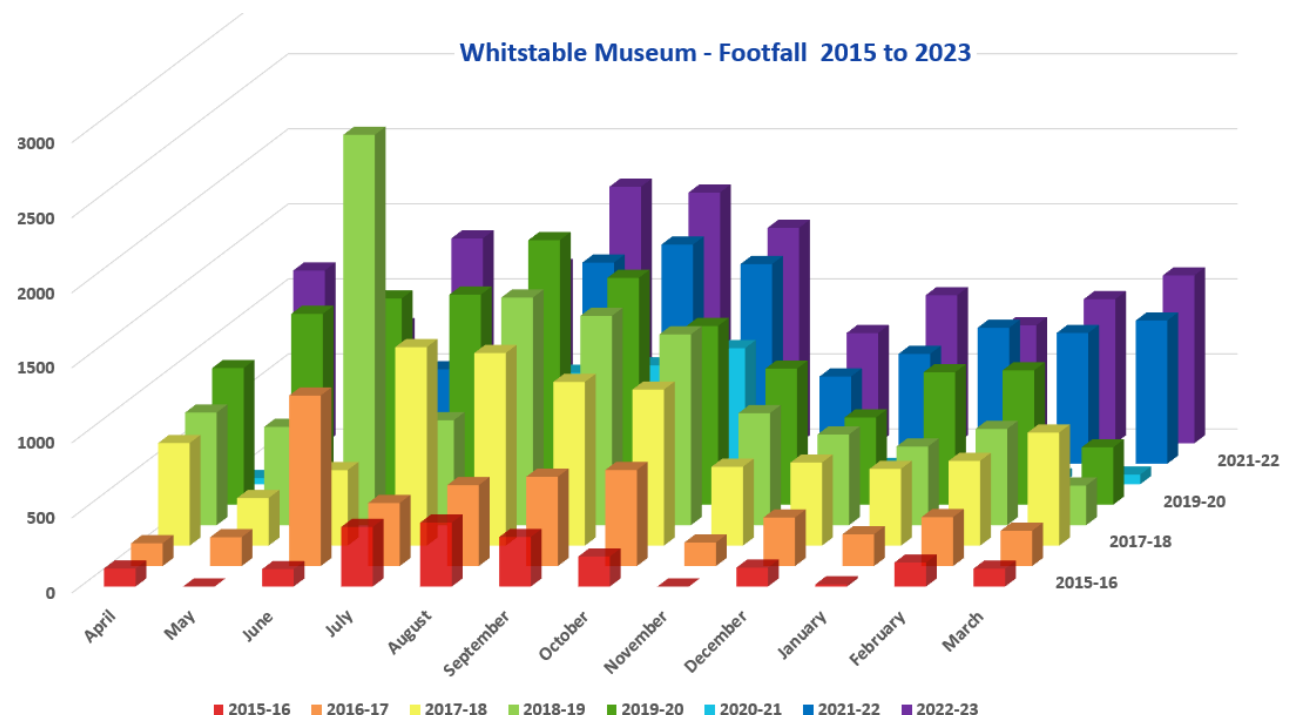
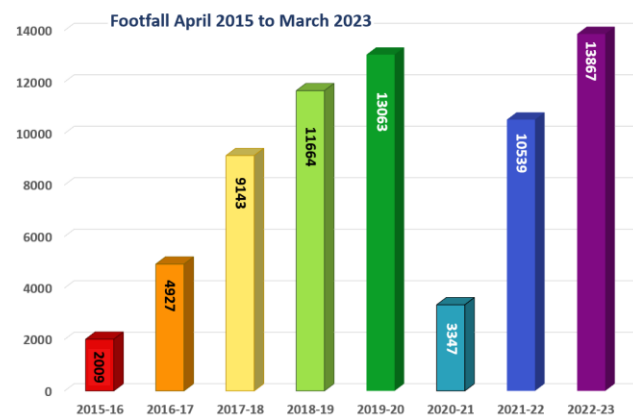
Annual (right)

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 (April to March):

Red:	2015 – 16	Orange:	2016 – 17
Yellow:	2017 – 18	L. green:	2018 – 19
D. green:	2019 – 20	Cyan:	2020 – 21
Blue:	2021 – 22	Purple:	2022 – 23

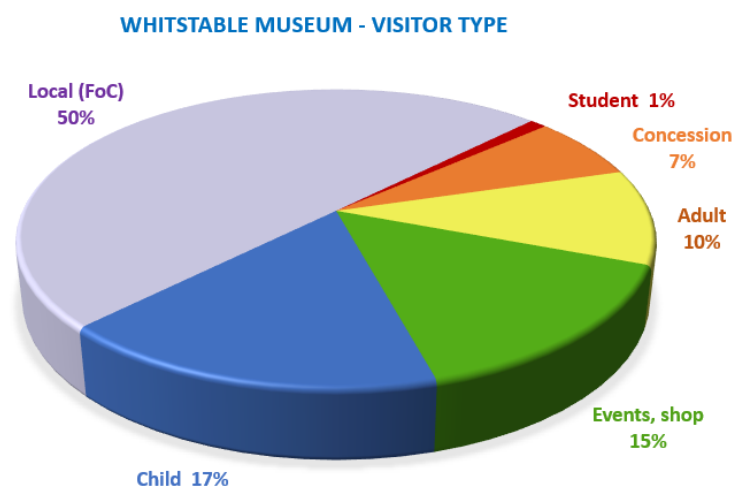


Whitstable museum visitor numbers are bouncing back after covid-19, with a 6% increase over our highest number, pre-pandemic. The increase is 3% for adults, but a larger 28% for child visitors.

As expected, July to September return the highest footfalls, but the rest of the year is a steady contributor. The six months October to March contributed 43% of the annual footfall.

Locals (CT1 to CT6) are the single largest visitor type, having free entry.

With such a large student population nearby, more could be done to invite students to explore the local history.



A Year on One Page

2022

April	Forest of Blean Rotary Club Whitstable Ladies Club
May	New garden on plot behind museum planted and trees trimmed
June	New major exhibition of art “In the Frame” – museum exhibitions group Whitstable Twinning Association Whitstable Biennale performance in garden based on Douglas West photos Palace Wood Primary School Compact Exhibition and community memory project “Queen’s Jubilee”
July	Canterbury Film Makers “Invicta 1980 and 2019” film launch Installation of secure storage on Garden Plot Pilgrim’s Way Primary School
August	Whitstable Carnival float with Invicta model
September	Compact exhibition “Nelson and the Invasion of 1801” Timescapes Kent Heritage Open Days – two whole weekend openings, 390 visitors Talk on HMS Cressey by Stuart Heaver St Alphege Infants School
October	Compact exhibition “70th Anniversary of Whitstable Historical Society” Fun Palace: free activities for children Castle Hill Primary School Swalecliffe Primary School 3 classes. Annual General Meeting
November	St Alphege Infants School
December	Compact exhibition “Flowers of the Sea” by Ian Tittley, Seaside Museum

2023

January	Westmeads Infant School
February	The Wild Escape collaboration with the Horsebridge, children 7 to 11 Steve Keeler talk to Herne Local History Group
March	Compact exhibition “UNITY” by the Ukrainian community in Whitstable Endowed School visit “The Wild Escape” ICON Art Conservator audit of oil paintings Jon Leigh and David Roberts community group talks. ACE MEND grant awarded to Whitstable Community Museum

Museum History

On August 12th, 1885 the “Opening of the Whitstable Museum” was recorded by Harbourmaster William London in his diary. This was probably a ‘cabinet of curiosities’ in the Assembly Rooms, where lectures were given and meetings held. Today, the Horsebridge Arts Centre occupies nearly the same site.

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 mainly using funds left in trust by Fred Goldfinch. The Foresters Hall Trust, the successor charity of which Canterbury City Council (CCC) is the single corporate trustee, owns the main museum building and part of the collection. The building facing Oxford Street, originally purchased for an extension to the museum, 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 charities formed the Whitstable Community Museum Group in August 2014 to seek transfer of the Museum to community operation. In January 2017, Whitstable Community Museum & Gallery (WCM) became a Charitable Incorporated Organisation (CIO), registered charity No. 1171101. The Museum CIO signed a lease and management agreement with CCC in June 2018, which ends in June 2023.

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 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 and published annually.

Museum Charity Accounts Financial Year 2022 to 2023

WCMG Accounts 2022-23				Entries to:	31-Mar-23	Not examined.		Full Financial Year (31st March)			
Summary			Notes	2018-19		2019-20	2020-21	2021-22	2022-23		
Income		54,112	Open (m)	12	12	5	10.5	12			
Expenditure		56,234	Retail (Net)	10629	8051	5845	14684	11828			
Income less expenditure		-2,122	Shop Rent	6108	6259	4224	6230	5355			
Carried forward previous year		155,782			Business Income (ex grants)(Gross)			37,545.42			
Restricted Funds		171,879			Business income (Net)			31,635.32			
Balance 31 March 23		325,539									
Designated Funds	Building	40,000	Target £200k, 20% of expected building costs.								
(within above)	MEND	75,000	Contribution to ACE MEND grant								
Reserve	Emergency	20,000	Covid-19 may recurr, charity closure								
Reserve (March '23)	Projects	15,347	Invicta, Floreat, BE, Cushing								
	TOTAL	150,347									
Receipts											
	2021-22 Outturn	Budget Unrestrict	Budget Designated	Budget Restricted	2022-23 TOT Budget	To Date Unrestricted	To Date Designated	To Date Restricted	Income of Budget	Year on Year	Budget 2023/4
Admissions	6,136.86	6,500	-		6,500	6,147.51			95%	0.17%	6500
Shop sales	4,643.31	4,500	-		4,500	5,133.17			114%	10.55%	5000
Print Sales	16,134.15	16,000	-		16,000	12,605.03			79%	-21.87%	12500
Membership	1,927.10	2,000			2,000	1,868.35			93%	-3.05%	2000
Donations	2,003.43	2,500	-		2,500	5,290.41			212%	164.07%	4500
Shop rental	6,230.16	6,250	-		6,250	5,354.95			86%	-14.05%	5500
CCC	18,000.00	15,000			15,000	15,000.00			100%	-16.67%	15000
Gift Aid	-	600			600	1,466.91			244%	n/a	750
Other income	185.72	250			250	201.00			80%	8.23%	250
Income from talks	240.00	250			250	945.00			378%	293.75%	300
Grants	3,438.43				-		100.00				
Total Receipts	58,939.16	53,850.00	-	-	53,850.00	54,012.33	100.00	-	54,112.33		52300
Payments											
	2020-21 Outturn	Budget Unrestrict	Budget Designated	Budget Restricted	Budget TOTAL	To Date Unrestricted	To Date Designated	To Date Restricted	Spend of Budget	Year on Year	Budget 2023/4
Services	7,476.70	9,000	-		9,000	9,565.86			106%	27.94%	10,000
Administration	3,465.85	4,000	-		4,000	5,047.70			126%	45.64%	4000
Shop	865.39	2,000	-		2,000	1,720.54			86%	98.82%	2000
Print Materials	5,228.35	5,500			5,500	4,189.56			76%	-19.87%	4500
Education / Display	2,668.77	2,500	-		2,500	2,834.16			113%	6.20%	2500
Conservation	1,072.74	4,000	-		4,000	4,140.71			104%	285.99%	5000
Exhibitions	1,063.52	2,000			2,000	2,044.75			102%	92.26%	2500
Garden Grounds	643.98	400			400	467.30			117%	-27.44%	600
Marketing	1,549.32	2,000			2,000	1,000.88			50%	-35.40%	1500
Staff Development	21.98	1,000			1,000	872.72			87%	3870.52%	1000
Projects	5,243.35		15,000		15,000		13,698.40		91%	161.25%	20,000
ACE Project	-				-		10,651.80				
Total Expend	29,299.95	32,400	15,000	-	47,400	31,884	24,350	-	56,234.38		53,600
2021 / 2022 Balance											
C/F 2020-21	126,142.89	2022 / 2023 Balance				Unrestrict	Designated	Restricted	Total		
Income - Expend	29,639.21	C/F from 2021-22				40028.99	115753.07		155,782.06		
End bal 2021-22	155,782.10	Income - expenditure				22128.15	-24250.20	0.00	2,122.05		
Bank Balance 31/3/22	155,782.06	Transfer between funds				-45000.00	45000.00		-	Balance funds	
		Book balance (revenue)				17157.14	136502.87	0.00	153,660.01		
		Restricted fund (capital)						170378.90			
								1500.00			
		Book balance to date				17157.14	136502.87	171878.90	325,538.91	Zettle <> 1.75%	
		Bank Balance 31 Mar 23							325,538.82		
Designated / Reserve Funds (at start of year)											
		MEND restricted / designated				75,000	WCM contribution to ACE grant				
		Building Fund				40,000	Future major building projects				
		Emergency Reserve				20,000	Further Covid-19 issues, charity closedown				
		Projects Fund reserve				15,347	Invicta interpretation, lighting, Floreat, BE.				
		TOTAL				150,347					
Restricted Funds											
		Peter Hadlow bequest				170,379	For display and development of collections.				
		SEMD grant for Axiell training				1,500	For CCC when training ordered.				

Financial Year 2022 - 23

Museums are valuable services to the community, preserving and celebrating local history while contributing to wellbeing and attracting visitors to the area. Ideally museums should be free to enable all to visit and it is known that even a low admission fee discourages some. Whitstable Museum provides free entrance to Canterbury City Council area residents but charges visitors. While admission income is increasing it only covers 15% of expenditure. The rest depends on retail and management fees.

Hopefully now post pandemic, we have seen visitor numbers 6% higher than ever before, however retail sales have dropped by 20% , we assume reflecting visitors' concern about inflation and uncertainty.

Fortunately, due to a long fixed price energy contract, we have been able to contain the increase in some utility costs for two years, with a modest overspend in these budgets.

Financial risks include future high utility costs and general inflation. While contingency is included in the MEND building project, we need to plan for the possibility of surprises outside the expected range.

Accountants Achieving Clarity formally examined the 2021-22 accounts which were submitted to the Charity Commission as required. The 2022-23 accounts will be examined once agreed by the Trustees

Business as Usual summary (revenue)	20-21	21-22	22-23	23-24
Income from retail, donations, admissions etc.	22,568	31,406	39,012	37,300
Management contract CCC	20,000	18,000	15,000	7,500
Museum operating costs (inc. minor projects)	-37,964	-24,056	-56,243	-53,600
Balance	4,604	15,350	-2,231	-8,800

Retail income was lower than last year but admissions and donations increased. Project expenditure has returned to pre-pandemic levels plus inflation. A large expenditure on surveys for the Arts Council bid had not been budgeted. Income does not cover general revenue expenditure as the CCC management fee reduced over time and has now been replaced with a one-off grant. WCM is subsidising the museum.

Major Activities summary (capital)	20-21	21-22	22-23
Grant income (Friends, SEMDP, Arts Council)	39,251	3,438	1600
Development projects expenditure	13,601	5,243	10,652

The CCC management fee and building maintenance support are essential to Whitstable Museum operation. Whitstable Museum's poor visitor facilities frustrate families and other sophisticated visitors. WCM has received an offer of a MEND museum maintenance grant from Arts Council England (ACE) of £175k, which will resolve water ingress and damp issues in the Peter Cushing and Maritime halls and build a wheelchair accessible visitor toilet. A legacy from a local collector has enabled a restricted fund tied to developing the collection and its display. A £75k contribution from this legacy to the MEND project will help to make the Maritime and Cushing Halls dry and better suited to museum displays.

Reserves

The museum charity plans formally for future projects, surviving a future emergency or charity closedown and for major building works. Designated and restricted funds are as follows:

Building Reserve – cover the courtyard, create collection storage.	£40,000	designated
Emergency – a future pandemic, fire etc.	£20,000	designated
Projects – to protect funds for completing specific projects	£15,347	designated
Peter Hadlow Collection Fund	£170,379	restricted

Performance Indicators

The Trustees regularly monitor performance, reporting progress against the Aims and Objectives. CCC sets key performance indicators for Whitstable Community Museum (WCM) in the Management Agreement, which are summarised below. WCM sets additional targets.

The value of volunteer work set out below is the pay that they would have received, without on-costs, in a paid museum role.

Area	Performance Indicator	2015/16 Baseline	2016/17 (no contract)	2017/18 (no contract)	Report 2018/19	Report 2019/20	Report 2020/21	Report 2021/22	Report 2022/23
Operation		CMG managed	WCM managed	WCM managed	WCM contracted	WCM contracted	WCM contracted	WCM contracted	WCM contracted
Operational Indicators	Number of visits to Whitstable Museum (<i>Monthly Reporting</i>)	CCC target 6000 (2009 actual footfall in CMG management)	4927 (actual) (Increase of 145% on previous year's visitor number)	WCM target 7800 9144 (actual) Adult +86% Child +137% inc.	WCM target 12000 <i>Footfall 11,664</i> (Closed 5 weeks)	WCM target 15000 <i>Footfall 13063</i> (closed 2 weeks COVID-19)	<i>Footfall 3347</i> (closed 38 weeks due to COVID-19)	<i>Footfall 10,539</i> (closed 6 weeks due to COVID-19)	<i>Footfall 13,867</i>
	Days open to public	CMG proposal 120 CMG actual 96	Actual 124	Actual 150	WCM target 180 Actual 177	WCM target 190 Actual 175	Target 85, Actual 50	Target 150, Actual 160	Target 180, Actual 180
	Accreditation (<i>Annual Reporting</i>)	Retained by CMG	Retained by CMG	WCM accreditation applied for.	Awarded 4 th October 2018.	Retained by WCM	Retained by WCM	Retained by WCM	Retained by WCM
Volunteer time	Number volunteers				65	85	75	85	69
	Hours		Est 4,000	5,556	7,008	8,652	3,708	10,169 (6 FTE)	10,611
	Value of volunteer support – pay equiv.		£54	£75k	£95k	£119k	£50k	£146k	£152k
WCM Membership	Paid up members			121	WCM Target 150 Actual 134	WCM target 160 Actual 186	Actual 150	Actual 163	Actual 180
Customer Indicator	Percentage of people satisfied with WCM (<i>Quarterly Report</i>)	New Indicator set by CCC at 85%.	2 adverse comment of 147 Achieved 98%	CCC target 85% 1 adverse in 491. Achieved >99%	WCM target 95% 2 adverse comments in 691 Achieved > 99%	WCM target 95% 1 adverse comment in 678 Achieved > 99%	WCM >> 95% No adverse comments.	WCM >> 95% Good social media comments. No adverse comments.	WCM > 99% Good social media and visitor book comments.
Finance Indicator (annual)	Council proportion of Museum income (excluding grants).	CCC target <53% (WCM Income excluding grants)	Income £21k Cost to CCC ~ £20k CCC part 49%	Income £22k Cost to CCC ~ £20k CCC part 48%.	Income £30,737 CCC fee £20k CCC part 39%.	Bus. Inc. £35,634 CCC fee £20k CCC part 36%.	Income £22,568 CCC fee £20k CCC part 47%.	Net Income £31,407 CCC fee £18k CCC part 36%.	Net income 39,012 CCC fee £15k CCC part 28%
CCC subsidy per visitor	As described in 2014 CMG annual report.	£9.9 per visitor	£4.06 per visitor	£2.2 per visitor	£1.71 per visitor	£1.53 per visitor	£5.39 per visitor	£1.71 per visitor	£1.08 per visitor

CMG = Canterbury Museums & Galleries.

Museum Reports

Exhibitions – Steve Keeler

As a catalyst that draws in repeat visitors, exhibitions are extremely important. The current main exhibition reveals our important art collection, previously hidden in the museum archives. Exhibitions are an excellent way of displaying collection items that might otherwise seldom be seen.

The compact exhibition space, free to local groups, has rolling displays, of six to eight weeks' showing. Presentations have included Seaweed, the Whitstable Historical Society anniversary, the Queen's Jubilee and recently a photographic display by Ukrainian refugees. Currently Charles III's Coronation is on show and the pipeline includes an RNLI local 60th anniversary display.

The next major exhibition will cover the 1953 flood, with a small team currently researching the topic, with the aim to present a professional display.

Museum Gardens – Maggie Banbury

New life is beginning to show in both the 'Secret Garden' and the courtyard after the drought last year and the winter. The spring bulbs planted earlier in the year are looking attractive and the large echiums are coming into bloom. Most of the pots in the courtyard are beginning to show new growth. We have also purchased a new teak table and four chairs for the garden to encourage use by visitors and volunteers. More planting and general tidying and weeding is planned for the coming months.

Museum Shop and the Front Shop – Maggie Banbury

Sales of books, maps, magnets, postcards and children's items continue to sell well in the museum shop and the front shop. Prints especially railway posters, maps and local art and photographs are very popular with both tourists and locals. A number of these products have also been purchased for taking and sending overseas to countries including Spain, USA, Australia and Fiji. We have also sold a number of the Michael Bailey book about Invicta via mail order.

April sees the start of alternate fortnightly letting out of the shop to local artists.

Collections and Archives - Roger Livingstone

The record of artefacts is currently held within an Adlib system controlled by CCC. These records are to be transferred to a system called Axiell which will give direct access and an amendment facility for the Museum, for which Trustees and volunteers will be trained.

Aided by South Eastern Museums, Whitstable Museum commissioned a review of the oil paintings by Krystyna Matyjaszkiewicz to better understand the collection and develop ideas of how the art can be displayed and understood. From this the Museum commissioned a conservation review by conservator Polly Saltmarsh. This review has been delivered and a follow up workshop given to a group of Trustees and volunteers. Conservation work will continue.

Library – Linda Livingstone

The Archives Library remains a useful tool to deal with online and personal enquiries. Many are related to family history or history of homes, although a few are more wide ranging. Archive volunteers provide a valuable research service to the community, local press and outside organisations. Liaison continues with academic institutions, and through Museum representation on County projects.

The Study and Education Area has benefitted from the building by volunteer David of a bespoke desk and storage cabinets for handling artefacts, as well as the purchase of a new computer. Archive volunteers continue to add research notes to the files held in the area.

Volunteers – Gail Rogers

Despite the Pandemic we have maintained our volunteer numbers with several new recruits including Duke of Edinburgh award and university students. Our “Front of House” guides are crucial in not only welcoming our visitors and relating the many Whitstable stories but also along with our archivists helping to answer the many requests for family history and identifying objects where we can.

Other volunteers work behind the scenes to maintain our exhibits and are currently creating more storage for our archives.

We also have a very active group who set up and welcome our many school groups including the annual “Fun Palace” event. Our regular younger visitors are also encouraged with numerous “Spot and Dot” and children’s picture hunts.

Membership – Martin Prestage

Museum membership has remained stable during the year and we currently have 188 members across all categories. As always, the drive is to encourage members to pay either by standing order or bank transfer to minimise costs. Currently 24% of members pay by standing order, and 8% by bank transfer, so there is work to do!

We are also exploring ways to boost the membership. One way is to encourage volunteers on reception to suggest membership as a great way to support the Museum. This is helped by now being able to take membership payments by card, making it quick and easy.

It was a great pleasure to meet museum members again in the Christmas social and the opening of the Unity exhibition. We plan to have more such events this year.

Research – Angela Boddy and David Newman

WCM is receiving an increasing number of research enquiries, both by email and in person. To contain the time required we limit research to one hour, except where the person is providing the museum with information in exchange.

Cataloguing the collection and providing study guides are helping to streamline the process. Access to the Douglas West photographic collection has been considerably enhanced by the reprinting of 1500 photographs now available for public research and purchase.

Collaborating with local and national agencies has produced a study of 1801 defence of the Swale under Admiral Nelson, artefacts from a Tudor wreck and a study of stone age tools in the museum.

Marketing

The museum’s collection and services are promoted with a museum flyer, posters, web site and social media to maximise the benefits to the museum and contain costs. However we need a volunteer to co-ordinate the placing of posters and leaflets and to edit social media.

Lillie, Ross, Tegan and Dave have contributed pages to the museum Facebook site.

The Whitstable Map leaflet created and funded jointly with the Whitstable Improvement Trust has proved extremely popular and is in its third reprint. The map is distributed by charities without charge, but sold in bulk at cost to businesses.

Projects – Peter Banbury

Invicta – A wide range of ideas contributed to the final positioning and display of Invicta. The contribution of models of the stationary engine, copper fire tube and a bucket of ‘coal’ enhance the interpretation without obscuring Invicta as an imposing exhibit. Sales of Michael Bailey’s archaeological study of Invicta have required reprints after excellent reviews in specialist magazines.

Whelk Boat FLOREAT – The large gazebo erected on stilts to protect the boat and provide a working space has survived two winters with one replacement cover. The rebuilding of the gunwales has been completed. Internal frames are broken in many places and are being replaced by laminating oak strips in situ, fastened by copper nails as originally constructed. Eventually we would like children to be able to enter the boat on supervised days.

Stationary Engine – Possibly the earliest railway winding engine in existence, it is of considerable historic value and we need to ensure a ‘museum quality’ restoration. The erection of a protective cover and general cleaning should be prioritised.

Building Condition – Peter Banbury

Building and internal systems are landlord responsibilities, ie CCC. Nonetheless, WCM has contributed to some repairs and improvements which enhance the visitor experience and where funds are available.

WCM has repaired and improved a wide range of electrical and lighting systems, contractually CCC responsibilities. The full cost of over £2500 has been covered by WCM.

Monitoring of the relative humidity levels over several weeks showed that some areas were very damp to the extent of damaging objects on display, which were withdrawn. A comprehensive building condition survey, M&E survey, damp and wood condition and an aerial roof survey were commissioned at WCM cost.

Issues discovered:

- Damp in the Peter Cushing area is caused by the adjoining ‘smoke house’ that prevents the damaged west wall from being fully repaired. [CCC has agreed to remove the smokehouse.]
- A further cause of damp is rain ingress over the Cushing Hall as the Kent peg roof has degraded and requires rebuilding. (MEND grant)
- Damp in the maritime hall is rising from bare earth underfloor. (MEND grant)
- The leaking flat roof extension to be replaced with a wheelchair accessible visitor toilet. [MEND grant]
- The roof gulleys over the gallery have been cleared of grass, but the displaced mortar has not been repaired. [CCC]
- The alarm system is not working fully in all areas [replacement approved by CCC].

As can be seen, the MEND grant and WCM contribution will resolve some of the major issues. However a number of landlord responsibilities remain and will require attention within a few years.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Whitstable Community Museum & Gallery	1171101

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	4/1/2022		3/31/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Admissions, Donations, Talks	12,383	-	-	12,383	8,140
Membership fees	1,868	-	-	1,868	1,927
Retail Sales	17,940	-	-	17,940	20,963
Room hire	5,355	-	-	5,355	6,230
Grants	100	-	-	100	3,438
Canterbury City Council	15,000	-	-	15,000	18,000
Legacy		171,879	-	171,879	240
Gift Aid	1,467	-	-	1,467	-
Sub total (Gross income for AR)	54,113	171,879	-	225,992	58,938
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,113	171,879	-	225,992	58,938
A3 Payments					
Retail stock	5,910	-	-	5,910	6,094
Utilities and general	14,614	-	-	14,614	10,943
Exhibitions and Displays	4,879	-	-	4,879	3,732
Conservation	4,141	-	-	4,141	1,073
Marketing	1,001	-	-	1,001	1,549
Garden and grounds	467	-	-	467	644
Prijects fron grants	24,350	-	-	24,350	5,243
Staff development	873	-	-	873	22
	-	-	-	-	-
Sub total	56,235	-	-	56,235	29,300
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	56,235	-	-	56,235	29,300
Net of receipts/(payments)	- 2,122	171,879	-	169,757	29,638
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	155,782	-	-	155,782	126,143
Cash funds this year end	153,660	171,879	-	325,539	155,781

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC Bank account	153,660	171,879	-
		-	-	-
		-	-	-
	Total cash funds	153,660	171,879	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Whitstable Community Museum & Gallery

**On accounts for the year
ended**

31/03/2023

**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 31/03/2023 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:

12/02/2024

Name:

Wendy Tetley ACMA CGMA MCIPD

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

Chartered Institute of Management Accounts

Address:

123 Harvey Drive Chestfield Whitstable Kent CT6 5RD

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.

None