

## **East Grinstead Museum CIO**

### **Annual Report of the Trustees for the year ending 31st March 2021**

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2020 to the 31st March 2021 which have been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a Constitution dated 9<sup>th</sup> February 2017.

#### **Trustees**

During the year the Trustees were

Lester Porter [Chair of Trustees]

Andrew Brock

Dorothy Hatswell

Bob Marchant

Amy Dillman

Ruth Scrase

Christina Bradstreet

Hugh Kelly

Stephen Ody [Appointed as Town Council Representative 28 July 2020]

#### **Public Benefit**

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

#### **Trust Objects**

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

#### **Mission and Strategic Aims**

To achieve these objects the Trustees have agreed a Mission where:-

“ East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all”

Its Strategic Aims are to:-

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

### **Activities during the year**

As a result of the pandemic the Museum was closed and unable to operate for significant parts of the year i.e. from 23<sup>rd</sup> March to the 5<sup>th</sup> August; from 5<sup>th</sup> November to 4<sup>th</sup> December; and again from 18<sup>th</sup> December through to 19<sup>th</sup> May 2021. Many of the normal activities of the Museum were unable to be undertaken at all during the year. During the lockdowns the one permanent member of staff, the Museum Manager, was placed on furlough working reduced hours to provide essential maintenance to the Museum and answering online and telephone enquiries. The Trustees are extremely grateful to the Manager for carrying out this lonely but vital role at such a challenging time.

During the lockdowns Museum income consisted primarily of a series of Covid related grants provided by Mid Sussex District Council which were hugely helpful in protecting the Museum from additional financial losses.

In addition to a fulltime Manager, in normal times the Trustees continue to rely on volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers [many of whom have returned to support the Museum after the lockdowns] without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers

It is however pleasing to be able to report that, as at November 2021, trading is slowly recovering, and both the children's and adult activities have now started again.

### **The Heritage and its use**

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors including a number of family members of the Guinea Pigs, and a steady flow of online enquiries...

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities during school holidays focussed on children aged between six and nine
- talks and presentations to local community organisations
- online talks on subjects of local interest
- temporary exhibitions.

### **Governance and Museum Management**

Standard Opening Hours:

The Museum is normally open from Wednesday to Saturday 10 - 4pm., and Sundays from 1 - 4pm. Admission is free.

Opening times from March 2020 during the Covid-19 pandemic have been consistent with Government lock-down guidelines, but a decision was made not to open on Sundays during this period.

The Museum was awarded Full Accreditation in 2017 for a five-year period under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

### **Organisational Structure**

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper fiscal oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

### **Financial Review**

The accounts for the year ended 31 March 2021 reflect an exceptional year in which the Museum's operations were adversely affected by the Covid pandemic and lockdowns. However, the Museum's overall financial position improved as a result of an unusually high level of bequests, Covid related grant funding and the Government's Coronavirus Job Retention Scheme.

### 1. Receipts

The Museum recorded receipts for the year ended 31 March 2021 of £200,030 (2020: £33,986) relating primarily to:

- Bequests
- Grants from local authorities (including Covid related grants)
- Payments from the Government's Coronavirus Job Retention Scheme
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere
- Sales of image licenses

### 2. Payments

Total expenditure was £57,900 (2020: £48,434) relating primarily to::

- Salary and pension costs for staff employed by the Museum.
- Costs of running the Museum building including insurance, maintenance, light and heat, etc.
- Costs of fundraising events including purchases of stock for the Museum shop.
- Technology and professional support.
- Funding for Phase 1 of the Museum's Audience Development Plan.

### 3. Statement of Assets and Liabilities

As at 31 March 2021 the net assets of the CIO were £211,738 (2020: £69,608) comprising Cash at bank and in hand of £215,570 (2020: £65,970 ), museum shop stock of £2,723 (2020: £2,654), and net debtors and creditors of -£6,555 (2020: £2,984).

### Reserves Policy

The Trustees consider it prudent to maintain reserves (excluding restricted funds which can only be used for the purpose for which they were given) of nine months of non-discretionary expenses. Trustees are aware of increasing building and systems maintenance and renewal costs arising from their age and will want to designate some of the reserves for this purpose.

### Connected party transactions and Trustee benefits

There were no connected party transactions and no trustee received any remuneration or other benefits from the Trust.

Signed by:  Lester Porter, Chair of Trustees

Date: 23<sup>rd</sup> November 2021



EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
Annual accounts for the period					
Period start date	1 April 2020	To	Period end date	31 March 2021	

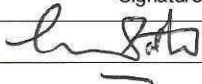
## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>						
Donations and Legacies		142,654	-	-	142,654	8,377
Grants		52,620	-	-	52,620	11,755
Fundraising events		3,937	-	-	3,937	13,177
Interest income		818	-	-	818	676
Other incoming resources		-	-	-	-	-
<b>Total incoming resources</b>		200,030	-	-	200,030	33,986
<b>Resources expended (Notes 4-5)</b>						
<b>Costs of Generating Funds</b>						
Wages, pensions and NI		31,796	-	-	31,796	28,584
Cost of fundraising events		2,708	-	-	2,708	5,089
Insurance		2,171	-	-	2,171	3,485
Repairs and maintenance		3,591	-	-	3,591	1,828
Light and Heat		2,236	-	-	2,236	1,780
Telephone, postage & stationery		-	-	-	-	1,351
Legal and professional		-	-	-	-	2,940
Technology costs		2,876	-	-	2,876	1,790
Bank charges and interest		69	-	-	69	64
Sundry		5,852	-	-	5,852	1,523
Project Costs		6,600	-	-	6,600	-
<b>Total resources expended</b>		57,900	-	-	57,900	48,434
<b>Net incoming/(outgoing) resources before transfers</b>		142,130	-	-	142,130	14,448
<b>Gross transfers between funds</b>		-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		142,130	-	-	142,130	14,448
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Transfer of funds from Charity Reg 1047505		-	-	-	-	-
<b>Net movement in funds</b>		142,130	-	-	142,130	14,448
<b>Total funds brought forward</b>		69,608	-	-	69,608	84,055
<b>Total funds carried forward</b>		211,738	-	-	211,738	69,608



## Section B

## Balance sheet

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
<b>Fixed assets</b>					
Tangible assets (Note 6)	-	-	-	-	-
Investments	-	-	-	-	-
<b>Total fixed assets</b>	-	-	-	-	-
<b>Current assets</b>					
Stock and work in progress	2,723	-	-	2,723	2,654
Debtors	4,331	-	-	4,331	3,959
(Short term) investments	-	-	-	-	-
Cash at bank and in hand	215,570	-	-	215,570	63,970
<b>Total current assets</b>	222,624	-	-	222,624	70,583
<b>Creditors: amounts falling due within one year (Note 7)</b>	10,886	-	-	10,886	975
<b>Net current assets/(liabilities)</b>	211,738	-	-	211,738	69,608
<b>Total assets less current liabilities</b>	211,738	-	-	211,738	69,608
<b>Creditors: amounts falling due after one year (Note 7)</b>	-	-	-	-	-
Provisions for liabilities and charges	-	-	-	-	-
<b>Net assets</b>	211,738	-	-	211,738	69,608
<b>Funds of the Charity</b>					
Unrestricted funds	211,738			211,738	69,608
	-			-	-
Restricted income funds		-		-	-
Endowment funds			-	-	-
<b>Total funds</b>	211,738	-	-	211,738	69,608
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval
			Lester Porter		23/11/2021

**Note 1 Basis of preparation****1.1 Basis of accounting**

These accounts have been prepared on the historical cost basis and in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

**1.2 Change in basis of accounting**

The method of accounting has been changed in the current year to an accruals basis from a 'receipts and payments' basis in the prior year. There has been no change to the accounting policies.

**1.3 Changes to previous accounts**

No changes have been made to accounts for the previous year.

**1.4 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subject to restrictions on their expenditure as laid down by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**Note 2 Accounting policies****2.1 Incoming resources**

All incoming resources are included in the Statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

2.1.1 Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

2.1.2 Legacy income is recognised when receipt is probable and entitlement is established.

2.1.3 Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of the general volunteers.

2.1.4 Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Note 2 Accounting policies (continued)****2.2 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is classified under headings of the statement of financial activities to which it relates:

2.2.1 Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

2.2.2 Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

2.2.3 Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**2.3 Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment loss. Any tangible assets carried at revalued amounts are recorded at fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**2.4 Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less any residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	25% straight line
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**2.5 Stocks**

Stocks are measured at the lower of cost and estimated selling price less any costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

**2.6 Pension costs**

The charity operates a defined contribution workplace pension scheme. The pension cost in relation to this scheme is based on the employers' contributions payable in the year.



## Section C Notes to the accounts (continued)

### Note 3 Analysis of incoming resources

	Analysis	This year £	Last year £
Donations and Legacies	Friends of the Museum	812	2,600
	Corporate donations		0
	Patrons	310	448
	Donations - Gift Aid eligible		27
	Donations - General	1,532	5,303
	Legacies	140,000	
		-	-
	<b>Total</b>	<b>142,654</b>	<b>8,377</b>
Grants	Local Authority grants	43,045	11,755
	Furlough Scheme Grants	3,550	-
	Other	6,025	
	<b>Total</b>	<b>52,620</b>	<b>11,755</b>
Fundraising events	Museum shop sales	593	4,384
	Image sales	204	535
	Museum services	1,280	3,476
	Other	1,861	4,782
	<b>Total</b>	<b>3,937</b>	<b>13,177</b>

### Note 4 Analysis of resources expended

	Analysis	This year £	Last year £
Wages, pensions and National Insurance	Employment Costs	31,796	28,272
	Training and travel		311
		-	-
	<b>Total</b>	<b>31,796</b>	<b>28,584</b>
Cost of fundraising events	Museum shop	57	923
	Museum services costs		1,000
	Temporary exhibitions and collections	923	
	Marketing	164	3,166
	Other	1,564	-
	<b>Total</b>	<b>2,708</b>	<b>5,089</b>
Repairs and maintenance	Building maintenance and service contracts	1,631	920
	Cleaning	1,960	907
		-	-
	<b>Total</b>	<b>3,591</b>	<b>1,828</b>
Light and heat	Utilities	2,236	1,780
		-	-
	<b>Total</b>	<b>2,236</b>	<b>1,780</b>
Telephone, postage and stationery	Telephone and internet	-	789
	Stationery, Office supplies and postage		563
		-	-
	<b>Total</b>	<b>-</b>	<b>1,351</b>
Legal and professional	Professional services	-	2,940
		-	-
	<b>Total</b>	<b>-</b>	<b>2,940</b>

## Section C

## Notes to the accounts (continued)

### Note 5

### Staff costs

#### 5.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	31,204	27,792
Pension costs	593	481
Staff expenses		
<b>Total staff costs</b>	<b>31,796</b>	<b>28,272</b>

#### 5.2 Average headcount

The average head count of employees during the year was 75 (2018: 79) analysed as follows:

	This year Number	Last year Number
Employed staff	1	2
Volunteers	70	65
Trustees	9	8
<b>Total</b>	<b>80</b>	<b>75</b>

#### 5.3 Defined contribution pension scheme

	This year £	Last year £
The costs of the scheme to the charity for the year	593	481
The amount of any contributions outstanding at the year end	nil	nil
The amount of any contributions prepaid at the year end	nil	nil

## Section C

## Notes to the accounts (continued)

### Note 6

### Tangible fixed assets

#### 6.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 6.2 Accumulated depreciation and impairment provisions

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 6.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

### Note 7

### Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	536	-	-
Other creditors	7,957	1	-	-
Accruals and deferred income	2,929	439	-	-
Total	10,886	2,070	-	-



**Brenda Peers-Ross**

29 Drift Road

Selsey

Chichester

West Sussex

PO20 0PW

To: **THE MEMBERS**  
**EAST GRINSTEAD MUSEUM**  
**Charity Incorporated Organisation (CIO) No:1171561**

**INDEPENDENT EXAMINER'S REPORT**

I have examined the accounts of the Charity set out on pages 6 to 12, which have been prepared on the accrual concept for financial year ending 31<sup>st</sup> March 2021.

**Respective Responsibilities of Trustees and Examiner**

The trustees of the charity are responsible for the preparation of accounts. They consider that the audit requirement under Section 144 (2) of the Charities Act 2011 (The 2011 Act) does not apply and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under Section 145 (5) (b) of the 2011 Act
- to state whether any particular matter has come to our attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity trustees and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connections with our examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts that accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or:
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

*B Peers-Ross*

Brenda Peers-Ross FMAAT, ACIE  
13<sup>th</sup> December 2021