

East Grinstead Museum CIO

Annual Report of the Trustees for the year ending 31st March 2022

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2021 to the 31st March 2022 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 9th February 2017.

Trustees

During the year the Trustees were

Lester Porter [Chair of Trustees]

Andrew Brock

Dorothy Hatswell [Died 4th February 2022]

Bob Marchant

Amy Dillman [Resigned 25th May 2021]

Ruth Scrase

Christina Bradstreet

Hugh Kelly

Stephen Ody [Town Council Representative]

Dave Moore [Appointed 28th September 2021]

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

The Museum finally reopened again after the end of the pandemic lockdown on the 5th May 2021, and therefore losing a full month's trading early in the year. Due to public concerns relating to the COVID 19 pandemic, footfall built very slowly again during the year, and therefore overall visitor levels and income from the shop and donations were significantly lower than pre pandemic levels.

The Museum's various other revenue generating activities – school holiday events, walking tours, talks at the Museum - also could not attract sufficient support early in the year and so were only available again from the summer of 2021. However, since then a full programme of events has been offered again.

In November 2021, the Museum completed an Audience Development project, which aimed to better understand the existing and potential audiences of the museum, and how, especially after the pandemic, the museum might be able to engage these audiences. The findings from the report identified a number of areas for improvement, from marketing to developing a proposition which encourages people to return. This was further supported with some detailed work with focus groups in March 2022, consisting of both people who did engage with the museum and those who did not

Following receipt of two significant legacies in 2020, the Trustees agreed to use the findings of the Audience Development project to help plan an upgrade to the Museum to increase visitor numbers. The Trustees have subsequently retained the services of a museum design company to help evaluate possible development options. This important project is now well under way but is not expected to be completed until 2024.

In addition to a fulltime Manager, the Trustees continue to rely on our 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 without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers

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 of 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 with effect from Sunday 4th December 2022 will also be open again on Sundays from 10 - 4pm]. Admission is free. Opening times from March 2021 during the Covid-19 pandemic have been consistent with Government lock-down guidelines.

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 2022 show a net reduction in funds of £19,040 as income did not cover expenses. As noted in the review of annual activities the Museum has embarked on a project to increase visitors which we aim to do in a way which will increase income. The overall financial position of the Museum remains healthy with net cash at the year-end of £197,521.

1. Receipts

The Museum recorded receipts for the year ended 31 March 2022 of £41,257 (2021: £200,030) relating primarily to:

- Bequests
- Grants from local authorities
- 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 £61,165 (2021: £57,900) 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; and
- Technology and professional support
- Funding for Phase 2 of the Museums Audience Development Plan.

3. Statement of Assets and Liabilities

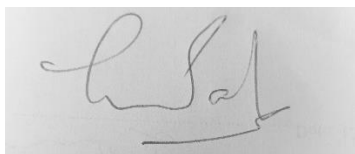
As at 31 March 2022 the net assets of the CIO were £191,830 (2021: £211,738) comprising Cash at bank and in hand of £197,521 (2021: £215,570), museum shop stock of £2,597 (2021: £2,723), and net creditors of -£8,288 (2021: -£6,555).

Reserves Policy

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the museum.


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: 24 January 2023

	EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
	Annual accounts for the period					
	Period start date	1 April 2021	To	Period end date	31 March 2022	

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
		£	£	£	£	£
Incoming resources (Note 3)						
Incoming resources from generated funds						
Donations and Legacies		4,050	-	-	4,050	142,654
Grants		27,674	-	-	27,674	52,620
Fundraising events		8,975	-	-	8,975	3,937
Interest income		509	-	-	509	818
Other incoming resources		50	-	-	50	-
Total incoming resources		41,257	-	-	41,257	200,030
Resources expended (Notes 4-5)						
Costs of Generating Funds						
Wages, pensions and NI		27,975	-	-	27,975	31,796
Cost of fundraising events		9,451	-	-	9,451	2,708
Insurance		2,631	-	-	2,631	2,171
Repairs and maintenance		6,156	-	-	6,156	3,591
Light and Heat		1,957	-	-	1,957	2,236
Telephone, postage & stationery		-	-	-	-	-
Legal and professional		813	-	-	813	-
Technology costs		2,670	-	-	2,670	2,876
Bank charges and interest		108	-	-	108	69
Sundry		3,165	-	-	3,165	5,852
Project Costs		6,240	-	-	6,240	6,600
Total resources expended		61,165	-	-	61,165	57,900
Net incoming/(outgoing) resources before transfers		-19,908	-	-	-19,908	142,130
Gross transfers between funds						
Net incoming/(outgoing) resources before other recognised gains/(losses)		-19,908	-	-	-19,908	142,130
Other recognised gains/(losses)						
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						
Net movement in funds		-19,908	-	-	-19,908	142,130
Total funds brought forward		211,738	-	-	211,738	69,608
Total funds carried forward		191,830	-	-	191,830	211,738

Section B Balance sheet						
		Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Fixed assets						
Tangible assets	(Note 6)	-	-	-	-	-
		-	-	-	-	-
Investments		-	-	-	-	-
	<i>Total fixed assets</i>	-	-	-	-	-
Current assets						
Stock and work in progress		2,597	-	-	2,597	2,723
Debtors		3,014	-	-	3,014	4,331
(Short term) investments		-	-	-	-	-
Cash at bank and in hand		197,521	-	-	197,521	215,570
	<i>Total current assets</i>	203,133	-	-	203,133	222,624
Creditors: amounts falling due within one year	(Note 7)	11,302	-	-	11,302	10,886
	<i>Net current assets/(liabilities)</i>	191,830	-	-	191,830	211,738
	<i>Total assets less current liabilities</i>	191,830	-	-	191,830	211,738
Creditors: amounts falling due after one year	(Note 7)	-	-	-	-	-
Provisions for liabilities and charges		-	-	-	-	-
	<i>Net assets</i>	191,830	-	-	191,830	211,738
Funds of the Charity						
Unrestricted funds		191,830			191,830	211,738
		-			-	-
Restricted income funds			-		-	-
Endowment funds				-	-	-
	<i>Total funds</i>	191,830	-	-	191,830	211,738

Section C	Notes to the accounts
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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.

Section C Notes to the accounts (continued)

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		
		This year	Last year
	Analysis	£	£
Donations and Legacies	Friends of the Museum		812
	Corporate donations		
	Patrons	310	310
	Donations - Gift Aid eligible	2,725	
	Donations - General	765	1,532
	Legacies	250	140,000
		-	-
	Total	4,050	142,654
Grants	Local Authority grants	1,500	43,045
	Furlough Scheme Grants	315	3,550
	Other	25,858	6,025
	Total	27,674	52,620
Fundraising events	Museum shop sales	3,149	593
	Image sales	535	204
	Museum services	3,354	1,280
	Other	1,937	1,861
	Total	8,975	3,937
Note 4	Analysis of resources expended		
		This year	Last year
	Analysis	£	£
Wages, pensions and National Insurance	Employment Costs	27,975	31,796
	Training and travel		
		-	-
	Total	27,975	31,796
Cost of fundraising events	Museum shop	1,313	57
	Museum services costs	2,599	
	Temporary exhibitions and collections	790	923
	Marketing	1,029	164
	Other	3,720	1,564
	Total	9,451	2,708
Repairs and maintenance	Building maintenance and service contracts	1,618	1,631
	Cleaning	4,538	1,960
		-	-
	Total	6,156	3,591
Light and heat	Utilities	1,957	1,780
		-	-
	Total	1,957	1,780
Telephone, postage and stationery	Telephone and internet		789
	Stationery, Office supplies and postage		563
	Total	-	1,351
Legal and professional	Professional services	813	2,940
		-	-
	Total	813	2,940

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		27,333	28,828
Pension costs		1,268	593
Staff expenses		363	
	Total staff costs	28,964	29,421
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	1
	Volunteers	65	70
	Trustees	10	9
	Total	76	80
5.3 Defined contribution pension scheme			
		This year £	Last year £
The costs of the scheme to the charity for the year		623	481
The amount of any contributions outstanding at the year end		645	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	-	-	-	-
Other creditors	10,793	7,957	-	-
Accruals and deferred income	510	2,929	-	-
Total	11,302	10,886	-	-

Brenda Peers-Ross
29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

To the Trustees:
EAST GRINSTEAD MUSEUM
Registered CIO Number: 1171561

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Responsibilities and basis of report.

I have Independently Examined the Financial Statements for financial year ending 31st March 2022.

Respective responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

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

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning 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 next statement.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did 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 this report in order to enable a proper understanding of the accounts to be reached.

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Brenda Peers-Ross

Brenda Peers-Ross FMAAT ACIE
Date: 27th January 2023