

East Grinstead Museum CIO

Annual Report of the Trustees for the year ending 31st March 2023

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2022 to the 31st March 2023 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

Bob Marchant

Ruth Scrase

Christina Bradstreet

Hugh Kelly

Stephen Ody [Town Council Representative]

Dave Moore

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.

Charitable 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 had a successful year, attracting 2909 visitors across the year. It also saw a steady growth across all its activities, including visits from primary schools reflecting the first stable year of operations since the COVID 19 Pandemic.

The Museum's various other revenue generating activities – school holiday events, walking tours, talks at the Museum ran throughout the year, and as a result provided a steady stream of income for the organisation, and helped engage the local community.

Following receipt of two significant legacies in 2020, the Trustees agreed to undertake an Audience Development research project to help plan an increase in visitor numbers and income..

The Trustees retained the services of a museum design company to help evaluate possible development options. Based on their recommendations, and subsequent conversations on how the museum spaces could be developed, the trustees have decided to explore a possible modest extension, in order to house the museum's welcome desk and shop, and enable more space to be dedicated to exhibitions and events.. This project will be progressed during the current financial year.

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 Sundays 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 2023 show a net reduction in funds of £20,213 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 £173,727.

1. Receipts

The Museum recorded receipts for the year of £41,035 (2022: £41,257) 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 £61,249 (2022: £61,165) 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

3. Statement of Assets and Liabilities

As at 31 March 2022 the net assets of the CIO were £171,617 (2022: £191,830) comprising Cash at bank and in hand of £173,727 (2022: £197,521), museum shop stock of £2,597 (2022: £2,597), and net creditors of -£4,708 (2022: -£8,288).

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: 30 January 2024

Independent Examiners Report



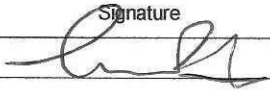
EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
Annual accounts for the period					
Period start date	1 April 2022	To	Period end date	31 March 2023	

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		17,719	-	-	17,719	4,050
Grants		8,392	-	-	8,392	27,674
Fundraising events		12,160	-	-	12,160	8,975
Interest income		1,764	-	-	1,764	509
Other incoming resources		1,000	-	-	1,000	50
Total incoming resources		41,035	-	-	41,035	41,257
Resources expended (Notes 4-5)						
Costs of Generating Funds						
Wages, pensions and NI		32,627	-	-	32,627	27,975
Cost of fundraising events		4,938	-	-	4,938	9,451
Insurance		1,988	-	-	1,988	2,631
Repairs and maintenance		8,385	-	-	8,385	6,156
Light and Heat		2,839	-	-	2,839	1,957
Telephone, postage & stationery		322	-	-	322	-
Legal and professional		463	-	-	463	813
Technology costs		1,735	-	-	1,735	2,670
Bank charges and interest		409	-	-	409	108
Sundry		4,363	-	-	4,363	3,165
Project Costs		3,180	-	-	3,180	6,240
Total resources expended		61,249	-	-	61,249	61,165
Net incoming/(outgoing) resources before transfers		-20,213	-	-	-20,213	-19,908
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		-20,213	-	-	-20,213	-19,908
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		-20,213	-	-	-20,213	-19,908
Total funds brought forward		191,830	-	-	191,830	211,738
Total funds carried forward		171,617	-	-	171,617	191,830

Section B

Balance sheet

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets (Note 6)	-	-	-	-	-
	-	-	-	-	-
Investments	-	-	-	-	-
Total fixed assets	-	-	-	-	-
Current assets					
Stock and work in progress	2,597	-	-	2,597	2,597
Debtors	1,215	-	-	1,215	3,014
(Short term) investments	-	-	-	-	-
Cash at bank and in hand	173,727	-	-	173,727	197,521
Total current assets	177,539	-	-	177,539	203,133
Creditors: amounts falling due within one year (Note 7)	5,923	-	-	5,923	11,302
Net current assets/(liabilities)	171,617	-	-	171,617	191,830
Total assets less current liabilities	171,617	-	-	171,617	191,830
Creditors: amounts falling due after one year (Note 7)	-	-	-	-	-
Provisions for liabilities and charges	-	-	-	-	-
Net assets	171,617	-	-	171,617	191,830
Funds of the Charity					
Unrestricted funds	171,617			171,617	191,830
	-			-	-
Restricted income funds		-		-	-
Endowment funds			-	-	-
Total funds	171,617	-	-	171,617	191,830
Signed by one or two trustees on behalf of all the trustees	<div>Signature</div> 			<div>Print Name</div> <div>Lester Porter</div>	<div>Date of approval</div> <div>30/01/2024</div>

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	435	-
	Corporate donations	-	-
	Patrons	-	310
	Donations - Gift Aid eligible	4,403	2,725
	Donations - General	2,881	765
	Legacies	10,000	250
	Total	17,719	4,050
Grants	Local Authority grants	8,337	1,500
	Furlough Scheme Grants	-	315
	Other	-	25,858
	Total	8,337	27,674
Fundraising events	Museum shop sales	5,332	3,149
	Image sales	725	535
	Museum services	4,169	3,354
	Other Income	4,753	1,937
	Total	14,979	8,975

Note 4 Analysis of resources expended

	Analysis	This year £	Last year £
Wages, pensions and National Insurance	Employment Costs	32,701	27,975
	Training and travel	-	-
	Total	32,701	27,975
Cost of fundraising events	Museum shop	1,802	1,313
	Museum services costs	462	2,599
	Temporary exhibitions and collections	-	790
	Marketing	751	1,029
	Other Expenses	2,106	3,720
	Total	5,120	9,451
Repairs and maintenance	Building maintenance and service contracts	3,675	1,618
	Cleaning	5,734	4,538
	Total	9,409	6,156
Light and heat	Utilities	2,839	1,957
	Total	2,839	1,957
Office Costs	Telephone and internet	635	-
	Stationery, Office supplies and postage	322	-
	Computer	1,100	-
	Insurance	1,988	-
	Office Costs	355	-
	Total	4,401	-
Legal and professional	Professional services	3,190	813
	Bank Fees	409	-
	Total	3,599	813
Museum Development Project	Museum Development Project	3,180	-
	Total	3,180	-

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	31,934	27,333
Pension costs	693	1,268
Staff expenses	74	363
Total staff costs	32,701	28,601

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	65
Trustees	10	10
Total	76	76

5.3 Defined contribution pension scheme

	This year £	Last year £
The costs of the scheme to the charity for the year	693	623
The amount of any contributions outstanding at the year end	-	645
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	5,305	10,793	-	-
Accruals and deferred income	618	510	-	-
Total	5,923	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 the financial year ending 31st March 2023.

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.

Brenda Peers-Ross

Brenda Peers-Ross FMAAT ACIE
Date: 29th January 2024