

East Grinstead Museum CIO

Annual Report of the Trustees for the year ending 31st March 2024

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2023 to the 31st March 2024 which has 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 - resigned March 2024
- Christina Bradstreet - resigned November 2023
- Hugh Kelly
- Stephen Ody [Town Council Representative]
- Dave Moore
- Heather Hollins - appointed November 2023
- Lucy Buckland - appointed November 2023
- Nyssa Mildwater - appointed November 2023
- Steve Chandler - appointed November 2023

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 attracted 2909 visitors across the year. It also saw a steady growth across all its activities, including visits from primary schools, community groups, adult education groups and from care homes.

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.

The Audience Development project which was started in the previous year was completed in this financial year, and has provided the basis for future planned development of the Museum designed to build visitor volume and thereby donation and shop income. A substantial piece of work was undertaken by the Museum, supported by an external consultant, preparing a funding bid to the National Lottery Heritage Fund which was sadly rejected in the summer of 2024. A further modified bid is currently under consideration by the Trustees.

In addition to a full time Manager, the Trustees continued 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 for children during school holidays
- 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.

The Museum has full accreditation 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 2024 show a net loss of £18,555 (2023: -£20,213). 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 Museum has net cash at the year-end of £152,945.

1. Receipts

The Museum recorded receipts for the year of £62,387 (2023: £41,035) 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 licences

2. Payments

Total expenditure was £80,942 (2023: £61,249) 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
- Consulting costs of preparing bid for National Lottery Heritage Fund grant

3. Statement of Assets and Liabilities

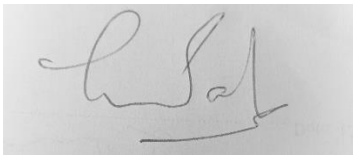
As at 31 March 2024 the net assets of the CIO were £153,062 (2023: £171,617).

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.

A handwritten signature in dark ink, appearing to be 'Lester Porter', written on a light-colored background.

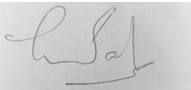
Signed by:

Lester Porter, Chair of Trustees Date: 28 January 2025

	EAST GRINSTEAD MUSEUM				Charity No (if any)	1171561	CC17a
	Annual accounts for the period						
	Period start date		1 April 2023	To	Period end date	31 March 2024	

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		34,768	-	-	34,768	17,719
Grants		9,750	-	-	9,750	8,392
Fundraising events		12,538	-	-	12,538	12,160
Interest income		4,317	-	-	4,317	1,764
Other incoming resources		1,014	-	-	1,014	1,000
Total incoming resources		62,387	-	-	62,387	41,035
Resources expended (Notes 4-5)						
Costs of Generating Funds					-	-
Wages, pensions and NI		29,281	-	-	29,281	32,627
Cost of fundraising events		4,660	-	-	4,660	4,938
Insurance		2,127	-	-	2,127	1,988
Repairs and maintenance		10,546	-	-	10,546	8,385
Light and Heat		4,749			4,749	2,839
Telephone, postage & stationery		48			48	322
Legal and professional		641			641	463
Technology costs		7,107			7,107	1,735
Bank charges and interest		523			523	409
Sundry		3,008			3,008	4,363
Project Costs		18,250	-	-	18,250	3,180
Total resources expended		80,942	-	-	80,942	61,249
Net incoming/(outgoing) resources before transfers		-18,555	-	-	-18,555	-20,213
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		-18,555	-	-	-18,555	-20,213
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		-18,555	-	-	-18,555	-20,213
Total funds brought forward		171,617	-	-	171,617	191,830
Total funds carried forward		153,062	-	-	153,062	171,617

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	2,597
Debtors		2,131	-	-	2,131	1,215
(Short term) investments		-	-	-	-	-
Cash at bank and in hand		152,945	-	-	152,945	173,727
<i>Total current assets</i>		157,673	-	-	157,673	177,539
Creditors: amounts falling due within one year	(Note 7)	4,611	-	-	4,611	5,923
<i>Net current assets/(liabilities)</i>		153,062	-	-	153,062	171,617
<i>Total assets less current liabilities</i>		153,062	-	-	153,062	171,617
Creditors: amounts falling due after one year	(Note 7)	-	-	-	-	-
Provisions for liabilities and charges		-	-	-	-	-
<i>Net assets</i>		153,062	-	-	153,062	171,617
Funds of the Charity						
Unrestricted funds		153,062			153,062	171,617
		-			-	-
Restricted income funds			-		-	-
Endowment funds				-	-	-
<i>Total funds</i>		153,062	-	-	153,062	171,617
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval		
		Lester Porter		28/01/2025		

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	-	-
	Donations - Gift Aid eligible	2,564	4,403
	Donations - General	3,025	2,881
	Legacies	29,160	10,000
		-	-
	Total	34,749	17,719
Grants	Local Authority grants	6,750	8,337
	Furlough Scheme Grants	-	-
	Other	3,000	-
	Total	9,750	8,337
Fundraising events	Museum shop sales	4,937	5,332
	Image sales	450	725
	Museum services	6,408	4,169
	Other Income	6,093	4,753
	Total	17,888	14,979
Note 4 Analysis of resources expended			
	Analysis	This year	Last year
		£	£
Wages, pensions and National Insurance	Employment Costs	29,281	32,701
	Training and travel	-	-
		-	-
	Total	29,281	32,701
Cost of fundraising events	Museum shop	2,032	1,802
	Museum services costs	640	462
	Temporary exhibitions and collections	-	-
	Marketing	1,617	751
	Other Expenses	511	2,106
	Total	4,800	5,120
Repairs and maintenance	Building maintenance and service contracts	4,381	3,675
	Cleaning	6,165	5,734
		-	-
	Total	10,546	9,409
Light and heat	Utilities	4,749	2,839
		-	-
	Total	4,749	2,839
Office Costs	Telephone and internet	644	635
	Stationery, Office supplies and postage	48	322
	Computer	6,463	1,100
	Insurance	2,127	1,988
	Office Costs	288	355
	Total	9,570	4,401
Legal and professional	Professional services	3,222	3,190
	Bank Fees	523	409
	Total	3,745	3,599
Project Costs	Museum Development Project	18,250	3,180
	Going Green Project	-	-
	Total	18,250	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	29,090	31,934
Pension costs	685	693
Staff expenses		74
Total staff costs	29,775	32,701

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	685	693
The amount of any contributions outstanding at the year end	-	-
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	3,753	5,305	-	-
Accruals and deferred income	858	618	-	-
Total	4,611	5,923	-	-

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 2024.

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
30th January 2025