

Charity Incorporated Organisation (CIO) Number: 1171561

EAST GRIMSTEAD MUSEUM

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR 2025

East Grinstead Museum CIO

Annual Report of the Trustees for the year ended 31st March 2025

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2024 to the 31st March 2025 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 – resigned September 2024
- Hugh Kelly
- Stephen Ody [Town Council Representative]
- Dave Moore – resigned October 2024
- Heather Hollins
- Lucy Buckland
- Nyssa Mildwaters
- Stephen Chandler

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 3217 visitors across the year. The Museum's manager resigned in October 2024 which led to a significant downturn in the level of activities for the remainder of 2024/25. A new manager was recruited in January 2025 and it is anticipated that her appointment will lead to a steady increase in activities, and hence income, during the 2025/26 financial year.

The Museum's bid to the National Lottery Heritage Fund (NLHF) was unsuccessful. Had the bid been successful the Museum would have started a major expansion programme based on an extension to the existing building. In subsequent discussions with representatives from the NLHF the Museum has been encouraged to submit a new bid on a reduced scale to help broaden the Museum's appeal to a wider audience. This, combined with the appointment of a new manager, should lead to a situation where the Museum is on a sustainable financial basis for the foreseeable future

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 on 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 financial 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 2025 show a net loss of £38,497 (2024: -£18,555).

As noted in the review of annual activities the Museum will be embarking 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 £114,565

1. Receipts

The Museum recorded receipts for the year of £28,567 (2024: £62,387) with the decrease due to the reduction in activity levels referred to above. The receipts relate primarily to:

- 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 £67,064 (202: £81,436) 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


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 was no connected party transaction, and no trustee received any remuneration or other benefits from the Trust.

Signed by:

A handwritten signature in dark ink, appearing to read 'Lester Porter', is written over a light grey, textured rectangular background.

Lester Porter, Chair of Trustees Date: 30 July 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

EAST GRINSTEAD MUSEUM CIO

CC16a

Receipts and payments accounts

For the	Period start	To
	01/04/2024	31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Legacies	4,607	-	-	4,607	34,768
Grants	9,500	-	-	9,500	9,750
Fundraising events	8,435	-	-	8,435	12,538
Interest income	3,145	-	-	3,145	4,317
Other incoming resources	2,880	-	-	2,880	1,014
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	28,567	-	-	28,567	62,387
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,567	-	-	28,567	62,387
A3 Payments					
Costs of charitable activities	61,156	-	-	61,156	58,032
Fundraising costs	5,908	-	-	5,908	4,660
Project costs	-	-	-	-	18,250
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	67,064	-	-	67,064	80,942
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,064	-	-	67,064	80,942
Net of receipts/(payments)	- 38,497	-	-	- 38,497	- 18,555
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	153,062	-	-	153,062	171,617
Cash funds this year end	114,565	-	-	114,565	153,062

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	Current Accounts	44,315	-	-
	Hinckley & Rugby BS	70,000	-	-
	Cash Floats	250	-	-
	Total cash funds (agree balances with receipts and payments account(s))	114,565	-	-
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC	Unrestricted	-	
	Trade Payments	Unrestricted	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		LESTER PORTER	20-Jun-25	

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

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

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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Responsibilities and basis of report.

I have Independently Examined the Financial Statements (CC16a) for the financial year ending 31st March 2025.

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
9th August 2025