

## **WINCHCOMBE TOWN TRUST**

Registered Charity 1173052

### **TRUSTEES' REPORT for year ending 31<sup>st</sup> December 2021**

#### **A Constitution**

Winchcombe Town Trust was originally established by a Deed of Trust dated 28<sup>th</sup> March 1890. This charitable Scheme was arranged pursuant to the Municipal Corporations Act 1883, following the dissolution of the Corporation of Bailiffs and Burgesses of Winchcombe. The Trust received various properties and artefacts, but little cash.

The Trust has now re-formed as a Charitable Incorporated Organisation ("CIO"). It was incorporated on 16<sup>th</sup> May 2017 with a new registered number 1173052.

The Trust has its main activity based at the Old Town Hall, High Street, Winchcombe, GL54 5LJ

#### **B Objects**

The objects of the CIO in its Trust Deed are: -

(1) To promote the benefit of the inhabitants of Winchcombe and the surrounding area ("the area of benefit"), by working with local voluntary and community organisations, inhabitants and other authorities in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving conditions of life for the said inhabitants, without distinction of age, disability, nationality, race, sex, sexual orientation, political, religious or other opinions by the provision of maintaining and managing the Town Hall.

(2) The relief of poverty of persons resident in the area of benefit by making grants of money to them or providing or paying for goods, services or facilities for them or making grants of money to other persons or bodies who provide goods, services or facilities to those in need. In exceptional cases the trustees may decide to assist someone (who is otherwise qualified) who is resident outside of (or only temporarily resident in) the area of benefit.

(3) To advance education of the public in the history of Winchcombe, in particular by the provision of a museum.'

#### **C Trustees and Museum Committee**

The current Trustees are:

Mr D.M.F Dufton (Chairman)  
Mr A Herod  
Mr A. Robinson  
Mr V. Royle  
Mr A.B.Thomas  
Mr R Wakeford

We are seeking more trustees to share the workload. Trustees are elected by resolution of the Trust and serve for an initial period of 5 years, renewable once.

There is a separate dedicated Museum Committee, which focusses on maintaining and operating the Winchcombe Museum. This engages with a group of hard-working volunteers who are key to operating the Museum.

## **D Activities in 2021**

The Trustees determined in 2017 that Winchcombe Museum must be completely revamped to best display its collections and provide a key focal point for presenting the Heritage and History of Winchcombe town.

Phase 1 (alterations to the structure of the Old Town Hall) were completed in March 2020.

Unfortunately, the impact of the COVID pandemic meant that the Museum did not open in 2020 and had limited opening in 2021. This resulted in loss of opportunity to engage with the Community and financial loss of income.

In addition, the Trustees were forced to close the main room of the Museum on the First Floor, due to discovering that the lath and plaster ceiling was at risk of sudden collapse.

However, the arrival of the Winchcombe Meteorite on 28<sup>th</sup> February 2021 and the generous donation of 3 fragments to the Museum gave a window of opportunity to convert the small room upstairs into a Meteorite Room. This opened in August 2021, and the Museum has had a steady stream of visitors from both the Community and from afar.

With no opportunity to open the main Museum, the Trustees concentrated on updating the Museum website [www.winchcombemuseum.org.uk](http://www.winchcombemuseum.org.uk) and in mounting temporary exhibitions in the windows of the Undercroft, as well as utilising the new display monitors.

The Trustees commissioned a structural survey report from Basnett Associates and decided upon a plan to remove the ceiling, following observations by a local entrepreneur. Both planning and listed building consent were obtained. Pymments of Campden Limited (the main contractor for Phase 1) were awarded a contract on the basis that they had executed Phase 1 very well and to budget and they had agreed to do the ceiling works at cost.

The ceiling works started in November 2021 and are due to complete April 2022.

The Trust has been successful in attracting some new volunteers, who will be able to help with various aspects of the Museum's plans in 2022, subject to COVID requirements.

The Trust has continued planning for and seeking advice on establishing a retail operation, to provide a long-term sustainable form of income, to help secure the future viability of the Museum and the Trust. COVID has made this a particularly problematic exercise, given the severe impact on the economy for most of 2020 and 2021.

Given its limited funding, the Trust has focussed on maintaining and enhancing Winchcombe Museum. In addition it awards an annual prize to a pupil of Winchcombe School who has shown the most improvement.

### Measurement of activity

The principal criterion being used to measure the growth of the Museum is visitor numbers and we are looking to increase the annual number of visitors from a historic level of 1,500 - 2,000 to a range of 5 -10,000.

## **E Finance**

The Trust financial position continues to require careful management as the Trust has very limited resources of its own for financing major projects and operating the Museum.

In a normal year, the Trust income and expenditure is less than £10,000 p.a., with a modest surplus in some years of around £1,000. This has meant that all major projects have involved significant fund-raising and reliance on grants and donations.

The 31 December 2021 accounts show that total assets on the balance sheet are £903,223. Of that sum £776,000 is represented by the Old Town Hall Building and £99,316 by the Museum collections. COIF investments total £1,889.

The Trust has total current assets of £110,915 as at 31 December 2021. No contractor costs for the ceiling repairs were invoiced in 2021. £45,000 is restricted as a strategic reserve.

The Museum has liquidated much of its COIF reserves, to temporarily fund the ceiling repairs.

The impact of COVID resulted in no income from Museum entrance fees or related sales of books, etc for most of 2020 and 2021. These were partially offset by grants distributed by Tewkesbury Council on behalf of central government. However, the inability of having museum visitors has increased the challenge of attracting visitors and in creating proper engagement.

The Trust must raise further funds to both meet the full costs of the ceiling works and to complete the refurbishment of the main Museum Room and cabinets (Phase 2 of the Transformation Project).

## **F Volunteers**

The current group of volunteers is an indispensable element in the functioning of the Trust and the Museum. Volunteers are the source of Trustees and those people who maintain the building and Museum.

They also provide the necessary resource to open and close the Museum and to supervise and inform members of the public who enter the Museum.

Most of such volunteers are based in Winchcombe. Where more specialist skills are required, the Trust has been fortunate to find individuals who have been able to help with the major projects.

In common with most voluntary organisations, the Trust has found it difficult to recruit many volunteers, especially in the time of COVID. With the advice of South West Museums Association and others, progress is now being made.

This is a vital area, as the age profile of the majority of current volunteers means that additional newcomers are essential over the next few years.

## **G Future Plans**

Prior to COVID, the Trust has successfully engaged with Winchcombe to raise awareness of the Museum and its role within Winchcombe and has attracted widespread support for the works in Phase 1.

Both the ceiling repairs and COVID have caused a major hiatus in the activities of the Trust. This impacted the timing of the next steps towards refurbishing and transforming the Museum room layouts and interpretation.

The Trust has started on a fund-raising campaign for this and related matters (the ceiling of the Museum).

The Trust is planning to establish a “Friends of Winchcombe Museum” as the basis for continued engagement and a means of securing regular income.

A number of Trustees attended a “Rebuilding the Foundations” course run by the South West Museums Association, which is connected to the Arts Council. This has generated ideas and will form the basis for plans to address some of the structural issues which affect not just Winchcombe Museum but also most museums in the country.

The Trust is now embarking on a major exercise to involve the Community and establish Community views on and wishes for their Museum. This will both provide the foundation for the strategic direction of the Museum and help support grant applications for Phase 2, which is intended to create a Heritage Centre for both residents and visitors to Winchcombe within the next 2-3 years.

The Trust is planning the opening of the retail shop in the Museum building some time when the conditions for retail sales are right. This is dependent on there being sufficient demand and that the Trust can finance the retail cashflows needed. It is the intention that the Trust will employ one or more persons, when sustainable retail activity warrants this.

The Trust is prioritising the search for new volunteers and trustees, as many of these are of pensionable age.

Michael Dufton

Michael Dufton  
Chairman

March 2022

## Winchcombe Town Trust

**Total Receipts & Payments Account for the year ended 31 December 2021**

Period	Previous year 2020	Year to Date 2021
<b>Receipts</b>		
Transfer In	-	-
Dividends	48	49
Direct Donations	2,869	3,607
Virgin Giving	265	631
Just Giving	-	94
Amazon Smile	35	51
Charities Aid Foundation	200	-
Gift Aid	2,790	-
Interest	-	-
Mercia Rents	600	1,200
Mop Fair Rents	-	1,028
Museum Surplus	-	-
Shop Sales	1,291	6,040
Covid Payments	11,334	11,035
TIC Rents	910	2,197
Training Donation	-	300
Refurbishment Income (Thirty Percy)	169,834	4,152
<b>Total receipts</b>	<b>190,176</b>	<b>30,383</b>
<b>Payments</b>		
Transfer Out	-	-
Bank Charges	(562)	(236)
Building Maintenance	-	(959)
Clock	(294)	(464)
Electricity	(1,872)	(2,477)
Fire Extinguishers	-	(318)
Insurance	(1,398)	(2,096)
Legal Expenses	-	-
Meeting Expenses	-	-
Mop Fair Expenses	(125)	-
Museum Expenses	-	(3,762)
Publicity	(211)	(1,293)
Rates	-	-
Refurbishment Outgoings	(180,335)	(11,511)
School Prize	-	-
Security	(15)	(406)
Shop Purchases	(105)	(4,423)
Stair Lift	-	-
Telephone	(643)	(576)
Trust Training	-	-
Water	(213)	(202)
Web Site	-	(179)
Gratuity	-	(38)
<b>Total payments</b>	<b>(185,773)</b>	<b>(28,941)</b>
<b>Net receipts / (Payments)</b>	<b>4,403</b>	<b>1,442</b>
COIF Revaluation	186	149
Gain on Realisation	-	-
Balance brought forward	85,746	90,334
<b>Balance carried forward</b>	<b>90,335</b>	<b>91,926</b>

Made up of:

Treasurers Account	62,140	45,472
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Confidential

Charity No:1173052

04/03/2022



	Receipts & Payments	
WTT Town Hall Appeal	1,455	1,565
Strategic Reserve:		
Treasurers Account	25,000	43,000
Deposit account	-	-
COIF	1,739	1,889
	<u>90,335</u>	<u>91,926</u>

Checks - this should equal zero

### Approval of the accounts

The financial statements were approved at a meeting of the Trustees and signed on its behalf by:

Signed: 

Name: Graham Rowland (Trustee)

Date: 7/3/2022

### Meteorite Cabinet

Cost (Cabinet & Pictures)	£	4,800
Funds Raised	£	4,500
<b>Net Cost</b>	<b>-£</b>	<b>300</b>

### Ceiling

Estimated Cost	£	101,000
Funds Raised		
(Donations less Meteorite Donations)	£	7,029
Funds Expected	£	46,820
<b>Net Cost</b>	<b>£</b>	<b>47,151</b>

### Funds anticipated

Gift Aid	£	820
Transfer from Museum for Meteorite displays	£	1,000
Enovert Grant	£	45,000
<b>Total</b>	<b>£</b>	<b>46,820</b>

### Major Donations

#### Meteorite (paid into Museum Account)

Winchcombe Town Council	£1,000
Alan Herod	£1,000
Annabel Burton	£1,000
David Gray	£1,000
Michelmores	£500
<b>Total</b>	<b>£ 4,500</b>

#### Ceiling Appeal (paid into Town Trust)

Winchcombe Rotary (2020)	£1,000
Dent Brocklehurst (2020)	£1,500
Evans Adlard (2020)	£250
Helen Plumb	£1,000
David Gray	£2,000
Evans Adlard (2021)	£250
Jean Jones	£286
<b>Major Donors Total</b>	<b>£ 6,286</b>

### Volunteering Project

Bristol Council	£300
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## Winchcombe Town Trust &amp; Winchcombe Museum

Balance Sheet  
31 December 2021

	B/F	2020 Additions/Disposals	2021 C/F
<b>CURRENT ASSETS</b>			
<b>INVESTMENTS</b>			
COIF		1,739	1,889
<b>TOTAL INVESTMENTS</b>		<b>1,739</b>	<b>1,889</b>
<b>BANK ACCOUNTS</b>			
Treasurers Account		87,140	88,472
Appeal Account		1,455	1,565
Deposit Account		0	0
Museum Current Account		12,807	18,969
Museum Deposit Account		0	0
Museum Cash		20	20
<b>TOTAL BANK ACCOUNTS</b>		<b>101,422</b>	<b>109,027</b>
<b>TOTAL CURRENT ASSETS</b>		<b>103,161</b>	<b>110,915</b>
<b>CURRENT LIABILITIES</b>			
Creditors		(336)	0
Building Works & Fittings		(29,308)	0
Less Grants Agreed		0	0
<b>Net Total</b>		<b>(29,644)</b>	<b>0</b>
<b>TOTAL RESOURCES</b>		<b>73,517</b>	<b>110,915</b>
<b>FIXED ASSETS</b>			
Town Hall Buildings (Insurance Value 2020)		776,000	776,000
Fixtures & Fittings		26,515	3,700
Less Depreciation to B/S Date			(4,008)
Museum Contents (Insurance Value 2020)		98,000	1,316
Mop Fair Rights (net income 2019 x 2)		1,700	1,700
<b>TOTAL FIXED ASSETS</b>		<b>902,215</b>	<b>903,223</b>
Depreciation Policy			
Fixtures & Fittings		10% Flat pa	
Buildings		-	
Museum Contents		-	
Computer Equipment		20% Flat pa	



**Winchcombe Museum**  
**Total Receipts & Payments Account for the year ended 31 December 2021**

**Income**

3020			2021
£0.00	Entrance Fees		£0.00
	Sales		
£242.00	Shop	£ 199.21	
<del>£148.80</del>	LESS Costs	<del>£212.60</del>	<del>£13.39</del>
£1,378.80	Donations		£7,146.53
£405.00	Talks	£ -	
<del>£48.00</del>	LESS Costs	£0.00	£0.00
£0.00	Bank Interest	£ -	
<b>£1,829.00</b>	<b>Total</b>		<b>£7,133.14</b>

**Expenditure**

2020		2021
<del>£18.60</del>	Printing	£0.00
<del>£305.96</del>	Conservation	<del>£317.44</del>
<del>£158.54</del>	Display Material	<del>£19.25</del>
£0.00	Equipment	£0.00
<del>£182.62</del>	Maintenance	£0.00
<del>£300.00</del>	Collection Purchase	<del>£597.41</del>
£0.00	Phone	£0.00
£0.00	Publicity	£0.00
£0.00	Staff	<del>£37.10</del>
<del>£62.00</del>	Subscriptions	£0.00
<del>£32.00</del>	Sundry	£0.00
£0.00	Training	£0.00
<del>£40.00</del>	Transfers	£0.00
£0.00	Web Site	£0.00
<b><del>£1,099.72</del></b>	<b>Total</b>	<b>-£ 971.20</b>
<b>£729.28</b>	<b>Surplus for Year</b>	<b>£6,161.94</b>

**Funds at 31 December 2021**

2020		2021
£12,807.35	Current Account	£ 18,969.29
£0.00	Deposit Account	£ -
£20.00	Cash	£ 20.00

£6,161.94 Plus 2021 Surplus

<b>£18,989.29</b>	<b>£0.00</b>	<b>£18,989.29</b>
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Outstanding Payments:

Total	<u>£0.00</u>
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# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

WINCHCOMBE TOWN TRUST

On accounts for the year  
ended

31 DECEMBER 2021

Charity no  
(if any)

1173052

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 12 2021

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~\*) in connection with the examination which gives me cause to believe that in, any material respect:

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

\* Please delete the words in the brackets if they do not apply.

Signed:

AE V. M. H. T.

Date:

7 MARCH 2022

Name:

ANDREW EASTON WORTHINGTON

Relevant professional  
qualification(s) or body  
(if any):

ICAEW

Address:

27 GREET ROAD

WINCHCOMBE

CHELTENHAM

GL54 5JT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

