

WINCHCOMBE TOWN TRUST

Registered Charity 1173052

TRUSTEES' REPORT for year ending 31st December 2023

A Constitution

Winchcombe Town Trust was originally established by a Deed of Trust dated 28th 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 (including the historic maces and the rights to fairs), but little cash.

The Trust has now re-formed as a Charitable Incorporated Organisation ("CIO"). It was incorporated on 16th May 2017 with a new registered number 1173052 and merged with the previous 1890 charity (234734) in December 2021

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 as at the date of this report are:

Mr. D.M.F Dufton (Chairman)
Mr. P. Hazel (appointed February 2024)
Mr R Wilcock (appointed Jan 2024)
Mr. A Herod
Mr. A. Robinson
Mr. V. Royle
Mr. A.B. Thomas
Mr. R Wakeford

We are seeking more trustees and volunteers 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. The number of museum volunteers has increased over 2022. Visitor numbers have substantially increased and now stand at 6,000 in 2023.

D Activities in 2023

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

The revamp of the building was completed in June 2022, including removal of a defective ceiling, for which the Trust had to raise over £100,000 by way of grants and generous donations by the community of Winchcombe.

The removal of the ceiling has significantly improved the overall appearance of the main room.

The museum displays have been substantially improved, with new cabinets for the most important artefacts in the collection (the Winchcombe Meteorite and the historic 15 C maces). New interpretation boards greatly help in telling the story of Winchcombe for visitors.

The unexpected arrival of the Winchcombe Meteorite in February 2021 (and the resultant generous gift of pieces by the Wilcock family) has given a welcome boost in terms of both publicity and visitor numbers. The Trust sought to invest in this new acquisition by devoting most of the small exhibition room to the story of the Winchcombe Meteorite.

The publicity around the Meteorite attracted international attention and TV coverage. This has continued for the past 2 years since the Winchcombe Meteorite was found.

The Trust has also been successful in attracting some new museum volunteers,

The Trust abandoned plans for its own retail activity in the Undercroft. It continued with the license for the Tourist Information Centre. However, the Winchcombe Town Council decided to permanently close the Tourist Information Centre (after nearly 38 years) effective 31 March 2024.

In December, two local entrepreneurs approached the Trust with a view to running both a retail shop and an information point. Terms have since been agreed for this to be realized and the new shop and information point is scheduled to open in April 2024.

The Trust has continued with a series of monthly talks about local history and the Museum collection in the winter months.

The Trust provides advice and research facilities for people researching their local Winchcombe family history.

The Trust has had 2 young volunteers on study/work experience and continues to support young pupils at local schools

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.

Following full re-opening of the Museum in June 2022, there was an exponential increase in 2022 and a more steady rise in 2023 to an annual figure of 6,000 visitors.

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 2023 accounts show a loss of just over £10,000. However this because we had a capital expenditure of over £26,000 for new display cases and the fitting out of the Undercroft for which most of the funding had been raised in the previous year. Stripping out these figures would show a surplus of about £10,000 which can be attributed to the increased visitor numbers making entrance donations.

The Trust must raise further funds and find new sources of income in order to both meet the cost of continued improvements as well as providing enough income to keep open.

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 also 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.

The vast majority 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 since 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 Achievements to date

The building has now been substantially refurbished and is in good condition overall.

The display and presentation of the collections has significantly improved, both as a result of the removal of the ceiling in the main room and in updating the cabinets and overall interpretation of the exhibits.

The financial position of the Trust is adequate for the time being. However, some projects will require financing through grants or fund-raising.

The Museum has a good body of volunteers to help with enhancing visitor experience.

The Museum has a good reputation in Winchcombe and is beginning to engage more effectively both through talks and publications as well as Facebook and other social media

H Challenges

The extended closure of the Museum room for both planned and unexpected works and COVID caused a major hiatus in the activities of the Trust over the past 3 years. This resulted in loss of profile and engagement with the Community, as well as income and volunteers.

The loss of the Tourist Information Centre (after being nearly 38 years on the same site as the Museum) was a reminder that the Trust is not wholly self-sufficient and able to stand on its own feet.

The Museum is on the first floor of the Old Town Hall building. Despite improved signage, there are still people in Winchcombe who are not aware of the existence of the Museum

The age profile of the trustees and most of the volunteers (at or nearing pensionable age) is such that much work still remains to be done to attract younger people to volunteer. A number of societies and groups in Winchcombe have folded, due to lack of younger volunteers.

I Future Plans

Following the success of the Meteorite Room, the Trust is planning a revamp, to take account of more knowledge and scientific research. The pieces from the Winchcombe Meteorite have been analysed by scientists around the world (led by those from the Natural History Museum)

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

The Trust is planning for the recruitment of more volunteers and trustees, in order to take the Museum forward for the future.

Following on from the “Rebuilding the Foundations” programme facilitated by the South West Museums Association, the Trust is now embarking on

- A volunteer recruitment drive
- An initiative with local shops and businesses, to portray life in the past, with an exhibition at the Museum
- A major exercise to involve the Community and local businesses, in order to fulfill the vision of the museum being the Heritage Centre and Portal for all of Winchcombe’s history and heritage

Michael Dufton

Michael Dufton
Chairman

6th March 2024

Winchcombe Town Trust**Total Receipts & Payments Account for the year ended 31 December 2023**

Period	Previous year 2022	Year to Date 2023	
Receipts			
<i>Shop Receipts</i>			
Zettle Card Sales	3,929	3,100	
Zettle Cash Sales	1,243	669	
Third Party Sales	244	1,156	
TIC Rents	3,300	3,600	
TIC Sales (Net)	1,567	3,161	
<i>Less Shop Costs</i>			
Stock Purchases		(2,884)	
Artist Payments	(3,984)	(1,909)	
Net Shop Sales	6,299		6,894
<i>Museum Donations</i>			
Cash Entrance Donations	1,503	4,147	
Zettle Donations	62	170	
Other Donations	49	1,728	
Just Giving	197	86	
Less Just Giving Costs	(126)	(216)	
Gift Aid	178	0	
SumUp Card Receipts	1,004	4,717	
Less SumUp Costs	(90)	(180)	
Net Museum Takings	2,776		10,452
<i>Mop Fair</i>			
Mop Rentals	1,040	1,060	
Less Mop Costs	(279)	(130)	
Mop Fair Income	761		930
<i>Museum Talks</i>			
Talk Income	314	1,147	
Less Talk Expenses	(24)	(165)	
Talks Net	290		982
<i>Other Income</i>			
Covid Grants	3,971	0	
Cabinet Donations	3,350	6,160	
Amazon Smile	31	48	
Mercia Rents	1,200	1,200	
COIF Dividends	50	50	
			7,458
Total Receipts	18,728		26,715
Payments			
Bank Charges	(307)	(302)	
Refurbishment Expenses		(25,939)	
Building Maintenance	(1,731)	(1,508)	
Conservation	(65)	(1,052)	
Town Clock		0	
Electricity	(2,026)	(3,048)	
Fire Extinguishers	(88)	(96)	
Insurance	(2,095)	(3,427)	
Gratuity		(39)	
Legal Expenses		0	

Receipts & Payments		
Museum Displays	(1,009)	0
Museum Purchases	(40)	0
Publicity	(653)	0
Security	(1,052)	(433)
Staff Costs		(115)
Subscriptions		0
Sumup Purchase	(360)	0
Sundry		0
Telephone/WI FI	(732)	(696)
Training	(47)	0
Water	(269)	(269)
Web Site	(86)	0
Ceiling Project	(24,489)	
Total Payments	(35,050)	(36,923)
Net receipts / (Payments)	(16,321)	(10,209)
COIF Revaluation Gain/Loss	(221)	158
Museum Balance B/F	18,989	10,968
WTT Balances B/F	91,926	83,405
Balance carried forward	94,373	84,322
Made up of:		
Treasurers Account	36,093	16,271
WTT Town Hall Appeal	2,645	2,645
Museum Cash		20
Museum Account	10,968	20,562
Strategic Reserve:		
Treasurers Account	43,000	43,000
COIF	1,667	1,825
	94,373	84,322

Checks - this should equal zero

-

0

Approval of the accounts

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

Signed:

Name (Trustee)

Date:

Cabinet Donations

Received

Evans Adlard	£	250
WTC	£	3,000
M Dufton	£	100
Hollingsworth & Vose	£	2,260
Winchcombe Rotary	£	3,900
Total	£	9,510

Possible Expenditure

Estimated Costs

Paid

Town Clock Maintenance	7,000.00
New Web Site	4,000.00
Planning Permission Fireball Camera	500.00
Chairs	1,000.00
Lights on stairs	3,000.00
Revision Meteorite Display	1,000.00
Total	16,500.00



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

Charity Name

WINCHCOMBE TOWN TRUST

On accounts for the year
ended

31 DECEMBER 2023

Charity no
(if any)

1173 052

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 DD / MM / YYYY.

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 WORTHINGTON

Date:

7 February 2024

Name:

ANDREW EASTON WORTHINGTON

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

ICAEW

Address:

27 GREET ROAD

WINCHCOMBE

CHELTONHAM

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.

Winchcombe Town Trust**Total Receipts & Payments Account for the year ended 31 December 2023**

Period	Previous year	Year to Date	
	2022	2023	
Receipts			
<i>Shop Receipts</i>			
Zettle Card Sales	3,929	3,100	
Zettle Cash Sales	1,243	669	
Third Party Sales	244	1,156	
TIC Rents	3,300	3,600	
TIC Sales (Net)	1,567	3,161	
<i>Less Shop Costs</i>			
Stock Purchases		(2,884)	
Artist Payments	(3,984)	(1,909)	
Net Shop Sales	6,299		6,894
<i>Museum Donations</i>			
Cash Entrance Donations	1,503	4,147	
Zettle Donations	62	170	
Other Donations	49	1,728	
Just Giving	197	86	
Less Just Giving Costs	(126)	(216)	
Gift Aid	178	0	
SumUp Card Receipts	1,004	4,717	
Less SumUp Costs	(90)	(180)	
Net Museum Takings	2,776		10,452
<i>Mop Fair</i>			
Mop Rentals	1,040	1,060	
Less Mop Costs	(279)	(130)	
Mop Fair Income	761		930
<i>Museum Talks</i>			
Talk Income	314	1,147	
Less Talk Expenses	(24)	(165)	
Talks Net	290		982
<i>Other Income</i>			
Covid Grants	3,971	0	
Cabinet Donations	3,350	6,160	
Amazon Smile	31	48	
Mercia Rents	1,200	1,200	
COIF Dividends	50	50	7,458
Total Receipts	18,728		26,715
Payments			
Bank Charges	(307)		(302)
Refurbishment Expenses			(25,939)
Building Maintenance	(1,731)		(1,508)
Conservation	(65)		(1,052)
Town Clock			0
Electricity	(2,026)		(3,048)
Fire Extinguishers	(88)		(96)
Insurance	(2,095)		(3,427)
Gratuity			(39)
Legal Expenses			0
Museum Displays	(1,009)		0

Museum Purchases	(40)	0
Publicity	(653)	0
Security	(1,052)	(433)
Staff Costs		(115)
Subscriptions		0
Sumup Purchase	(360)	0
Sundry		0
Telephone/WI FI	(732)	(696)
Training	(47)	0
Water	(269)	(269)
Web Site	(86)	0
Ceiling Project	(24,489)	
Total Payments	(35,050)	(36,923)
Net receipts / (Payments)	(16,321)	(10,209)
COIF Revaluation Gain/Loss	(221)	158
Museum Balance B/F	18,989	10,968
WTT Balances B/F	91,926	83,405
Balance carried forward	94,373	84,322
Made up of:		
Treasurers Account	36,093	16,271
WTT Town Hall Appeal	2,645	2,645
Museum Cash		20
Museum Account	10,968	20,562
Strategic Reserve:		
Treasurers Account	43,000	43,000
COIF	1,667	1,825
	94,373	84,322
Checks - this should equal zero	-	0
Approval of the accounts		
The financial statements were approved at a meeting of the Trustees and signed on its behalf by:		
Signed:		
Name (Trustee)		
Date:		

Notes to the Accounts				
Cabinet Donations				
Received				
Evans Adlard	£	250		
WTC	£	3,000		
M Dufton	£	100		
Hollingsworth & Vose	£	2,260		
Winchcombe Rotary	£	3,900		
Total	£	9,510		
Possible Expenditure	Estimated Costs		Paid	
Town Clock Maintenance		7,000.00		
New Web Site		4,000.00		
Planning Permission Fireball Camera		500.00		
Chairs		1,000.00		
Lights on stairs		3,000.00		
Revision Meteorite Display		1,000.00		
Total		16,500.00		

Winchcombe Town Trust & Winchcombe Museum

Balance Sheet
31 December 2023

	2022	2023
B/F	Additions/Disposals	C/F
CURRENT ASSETS		
INVESTMENTS		
COIF	1,667	1,825
TOTAL INVESTMENTS	<u>1,667</u>	<u>1,825</u>
BANK ACCOUNTS		
Treasurers Account	79,093	59,271
Appeal Account	2,645	2,645
Museum Current Account	10,948	20,562
Museum Cash	20	20
TOTAL BANK ACCOUNTS	<u>92,706</u>	<u>82,497</u>
TOTAL CURRENT ASSETS	<u>94,373</u>	<u>84,322</u>
CURRENT LIABILITIES		
Creditors	0	0
Building Works & Fittings	0	0
Less Grants Agreed	0	0
Net Total	<u>0</u>	<u>0</u>
TOTAL RESOURCES	<u>94,373</u>	<u>84,322</u>
FIXED ASSETS		
Town Hall Buildings (Insurance Value 2023)	776,000	909,445
Fixtures & Fittings	19,391	24,678
Less Depreciation for current year	(9,536)	34,534
Museum Contents (Insurance Value 2023)	99,316	110,694
Mop Fair Rights (net income 2023 x 2)	1,700	1,860
TOTAL FIXED ASSETS	<u>896,407</u>	<u>1,056,533</u>
Depreciation Policy	Fixtures & Fittings 10% Flat pa Buildings - Museum Contents - Computer Equipment 20% Flat pa	

Total Receipts & Payments Account for the year ended 31 December 2023

Period	Receipts		Payments		Capital Expenditure	
	Previous year 2022	Budget 2023	Previous year 2022	Budget 2023	Previous year 2022	Year to Date 2023
Shop Receipts						
Zettle Sales	£5,172	£5,000	£3,071	£3,500	Covid Grants	£0
Third Party Sales	£244	£1,000	£1,731	£1,000	Cabinet Donations	£3,350
TIC Rents	£3,300	£3,500	£65	£1,000	Ceiling Project	£0
TIC Sales (Net)	£1,567	£1,600	£2,026	£3,500	Cabinet Purchases	£0
Less Shop Costs			£88	£100	Sumup Machine Purchase	£0
Stock Purchases	£3,984	£2,000	£2,095	£2,500		
Artist Payments	£6,300	£6,100	£1,009	£1,500		
Net Shop Sales	£6,300	£6,100	£6,894	£0	Possible Expenditure	Estimated Costs
					Town Clock Maintenance	£7,000
					New Web Site	£4,000
					Planning Permission Fireball Camera	£500
					Chairs	£1,000
					Revision Meteorite Display	£1,000 Agreed
					Lights on stairs	£3,000
					Total	£16,500
Museum Donations						
Cash Entrance Donations	£1,503	£3,000	£40	£0		
Zettle Donations	£62	£0	£653	£500		
Other Donations	£49	£500	£1,052	£1,000		
Just Giving	£197	£200	£200	£200		
Less Just Giving Costs	£126	£216	£50	£0		
Gift Aid	£178	£800	£732	£750		
SumUp Card Receipts	£1,004	£5,000	£47	£500		
Less SumUp Costs	£90	£180	£269	£250		
Net Museum Takings	£2,776	£9,104	£918	£0		
Mop Fair Net Income	£761	£750	£930			
					Balances	
					Treasurers Account (net)	£16,271
					Museum Cash	£20
					Museum Account	£20,562
					Strategic Reserve:	
					WTT Town Hall Appeal	£2,645
					Treasurers Account	£43,000
					COIF	£1,825
					Total	£84,322
Museum Talks						
Talk Income	£314	£1,000	£1,147			
Less Talk Expenses	£24	£200	£165			
Talks Net	£290	£800	£982			
Other Income						
Amazon Smile	£31	£48				
Mercia Rents	£1,200	£1,200				
COIF Dividends	£50	£50				
Total Other Income	£1,281	£1,298	£1,298			
Total Receipts	£11,408	£18,052	£19,521			
Total Payments	£10,201	£14,340	£10,985			
Net receipts / (Payments)	£1,207	£3,712	£8,536			