

The Museum of Dartmoor Life

Trustees' Annual Report 2021



Aim and Purpose

The aim of the charity is to provide and maintain the Museum of Dartmoor Life. The museum exists to provide opportunities for visitors, volunteers and members of the local community to learn about and enjoy the cultural and natural heritage of Dartmoor and Okehampton.

Objectives and Activities

The trustees' main objectives are to maintain the existing collection and to conserve artefacts and records, presenting them to the public in an absorbing and informative way. The museum organises and hosts local exhibitions and aspires to be a vibrant centre of lifelong learning with an exciting and diverse programme of workshops and events for the local community and visitors alike. It is a specific objective that the museum is for the public benefit, whether this is part of life long learning or maintaining the collection for visitors and the local community.

Achievements, Performance and Outlook

The museum only opened for six weeks in the 2020 season due to the national guidelines issued by the government in relation to the Covid 19 pandemic. This opening was limited to individuals or small family groups. There were no visits by schools or local community groups and the footfall was severely reduced. The museum shop's turnover was affected by poor visitor levels and all events, exhibitions and workshops that were included in the year's programme were cancelled. However, efforts were made to increase public awareness of the collection through social media.

The museum continues to build upon its links with the local educational establishments and commissioned a series of short films aimed primarily at the primary school age group. These films will be also be used as part of a social media campaign to heighten awareness of the collection to a multi-generational audience.

The museum continues to undertake the role of providing tourist information, although in the reporting year, provided assistance to less than 1,000 visitors due to the pandemic.

Routine maintenance and some improvements to the fabric of the building have been achieved, mainly on a self help basis. The museum has a policy of sustainability and a longer term environmental control programme will be put in place over the next two years to maintain the integrity of the museum and collection. This forms part of the museum's bid to the National Lottery Heritage Fund that will be made in 2021.

The trustees were unable to pursue physical aspects of their goals for the season set out in their five year plan, but continued to monitor and develop the strategic plan that will require, potentially, new interpretation and development of the premises. The project will need engagement with grant giving bodies, as well as a bid to the National Lottery Heritage Fund. Trustees have continued to ensure good governance is in place and trustees, whilst staff and volunteers have received external training (electronically) to assist with our objectives.

The museum was reaccredited with the Arts Council in 2017 and will continue with accreditation when the scheme is reintroduced by the Arts Council after national restrictions are lifted.

Financial Review

In this accounting period the trustees continued their policy of financial caution, especially with the uncertainty of income streams with the museum closed. However, government assistance in the form of grants and the furlough scheme allowed the charity a reasonable surplus over operating income and expenditure. Capital assets at the end of the accounting period are £315,000 although these assets cannot be used without undermining the work of the charity.

There remain a number of financial risks to the charity, not least any loss of rental or grant income. Therefore, the priority is to increase visitor numbers and shop revenue to offset any potential loss of revenue in other areas. It is anticipated that due to the Coronavirus outbreak the museum will not open in the next early season and income will be reduced for the 2021 season. The trustees will continue to exercise prudence in the next financial period and seek grants where possible.

The trustees are particularly grateful for the continued support of Okehampton Town Council without whose financial assistance the museum and charity would have ceased to be a going concern.

Reserves

It is charity's policy to maintain a balance on unrestricted funds (if possible), which equates to at least three months unrestricted payments and an amount to cover emergency situations that may arise from time to time, equivalent to £25,000. The balance of £56,485, held in unrestricted funds, meets this target. The trustees will continue with measures to ensure that cash reserves are maintained and available to meet unforeseen eventualities. Additionally, surplus funds have been set aside to invest in development and infrastructure funding, together with any matched funding requirements.

Volunteers

Our volunteers continue to be the life blood of the organisation and the museum would not survive without the dedicated service provided by our volunteers. The trustees would like to take this opportunity to formally thank all volunteers who work tremendously hard in ensuring that the museum continues to fulfil its purpose. Without our volunteers' valuable contribution, the museum would be unable to meet its objectives. Volunteers, undertake a variety of vital roles that ensures the maintenance, collection care and documentation of the museum's core activities are maintained.

In 2021 the front of house volunteers continued to provide the valued tourist information service that has received many plaudits. The museum continues to seek volunteers and especially front of house information advisers who express an interest in supporting the community in this area.

It is the aspiration of the trustees that all volunteers should enjoy a meaningful experience when associated with the museum and every effort is made to ensure their experience is as fulfilling and structured as possible.

Structure, Governance and Management

The method of appointment of trustees and the charity's officers is set out in the charity's governing document. The trustees are responsible for the running of the museum and meet at least six times a year. Administrative matters are overseen by the trustees' officers which consists of the chair, immediate past chair, secretary and treasurer. Routine operational matters are delegated to the manager who with lead volunteers have day to day operational responsibilities. The trustees will continue to seek new trustees with appropriate skills to enhance the work of the charity.

Administrative Information

The trustees during the year and up to the date of this report are:

Deborah Pritchard
Anne Russell
Christopher Proctor
Jan Goffey
Jo Robison
Dr Mary Seddon
Karen Slattery
Jane Marchand
Rose Dugard
Richard Jennings

Immediate Past Chair
Reappointed May 2020
Resigned March 2021

Resigned September 2020
Reappointed May 2020
Secretary
Reappointed May 2020
Appointed November 2020
Treasurer, Chair (Oct 18)

Approved by the trustees of The Museum of Dartmoor Life on their behalf by:

Trustee



Trustee

Date

12 May 2021



The Museum of Dartmoor Life Receipt and Payment Accounts

**Charity No
117311**

For the period
from **1 Apr 2020** To **31 Mar 2021**

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Front of House Sales	1,817			1,817	18,106
Rents	13,279			13,279	11,730
Fundraising and Events					
Donations	5			5	2,097
Grants	13,850			13,850	3,954
Tourist Information Point	1,500			1,500	1,500
HMRC	6,100			6,100	
Refunds	1,502			1,502	1,399
Other					115
Sub total (Gross income for AR)	38,053	-	-	38,053	38,901
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	38,053	- 0	- 0	38,053	38,901
A3 Payments					
Staff Costs	13,925			13,925	12,897
Stock	213			213	2,361
Event Costs	360			360	3,031
Utilities	3,447			3,447	4,527
Insurance	3,158			3,158	3,011
Routine Maintenance	1,176			1,176	2,091
Repairs and other Property Costs	1,628			1,628	3,468
Communications	650			650	614
Administration	897			897	625
Capital Expenditure and Development	3,000			3,000	538
Volunteer Travel and Subsistence	3			3	487
Professional and Management Fees					108
Marketing	230			230	2,305
Refunds	50			50	5,272
Collection and Other Costs					2,294
Sub total	28,737	-	-	28,737	43,649
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	28,737	- 0	- 0	28,737	43,649
Net of receipts/(payments)	9,316		-	9,316	- 4,748
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	47,169		-	47,169	
Cash funds this year end	56,485	-	-	56,485	47,169

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	Lloyds Bank 30-96-23 28255168	56,400		-
				-
	Petty Cash	85	-	-
	Total cash funds	56,485	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Stock	300	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Museum Premises	Unrestricted funds	-	300,000
	Fixtures, Fittings and Equipment	Unrestricted funds	-	15,000
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

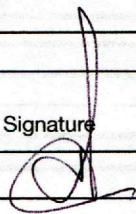
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

	R JENNINGS	1 May 21
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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of The Museum of Dartmoor Life

I report on the accounts for the year ended 31 March 2021 which are set out on pages 4 and 5 above.

Respective responsibilities of trustees and examiner:

The charity's trustees consider that an audit is not required for this year (under section 43 (2) of the Charities Act 1993 (the Act)) and that an independent examination is needed. It is my responsibility to:

examine the accounts (under section 43 of the Act), to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43 (7)(b) of the Act), and to state whether particular matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any 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 statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

to keep accounting records in accordance with section 41 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs S Downs
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1 May 2021