

The Museum of Dartmoor Life



Trustees' Annual Report 2022

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' objectives are to collect, conserve and interpret artefacts and stories relating to Dartmoor, its history and people, and to engage with visitors and the local community to inspire diverse audiences and future generations to love and protect the Moor and its heritage. The museum maintains the existing collection and conserves 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 normally opens from March to October but did not open fully until May for the 2021 season due to national guidelines issued by the government in relation to the Covid 19 pandemic. This initial opening was limited to individuals or small family groups although visits by schools or local community groups were allowed at the end of the season. A number of events and exhibitions were held during the season, concluding with an exhibition on the railway to coincide with the reopening of the station at Okehampton.

Overseas visitors did not materialise in 2021 mainly due to the restrictions imposed by the pandemic, however, we welcomed more than 6,000 home based visitors as many took the opportunity to holiday at home rather than overseas.

The museum continues to undertake the role of providing tourist information and provided assistance to more than 10,000 visitors in the 2021 season.

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. A costed condition survey was undertaken in 2021 and listed works required at £360k. These works will form part of the museum's bid to the National Lottery Heritage Fund that will be made in 2022/23.

The trustees have set out their five year plan and continue to monitor and develop the strategic vision that will require, potentially; audience development, new digital 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. New trustees with specific skills have been recruited specifically to help develop the museum's future. Trustees have continued to ensure good governance is in place and trustees, 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 in 2022.

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 at the beginning of the season. However, central government assistance in the form of grants totalling £10,667 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. Surplus funds have been set aside to invest in development and infrastructure funding, together with any matched funding requirements.

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. 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, which equates to at least three months expenses and an amount to cover emergency situations that may arise from time to time, equivalent to £25,000. The balance of £65,859, 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.

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. These ensure that the maintenance, collection care and documentation of the museum's core activities are maintained.

In addition, 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, especially front of house information advisers, who have an interest in supporting the community in through the museum and its activities.

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. This can be virtually or in person. Administrative matters are overseen by the trustees' officers which consist of the chair, immediate past chair, secretary and treasurer. Routine operational matters are delegated to the manager who, with lead volunteers, has 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	Immediate Past Chair
Anne Russell	
Jan Goffey	
Dr Mary Seddon	
Karen Slattery	Secretary
Jane Marchand	
Rose Dugard	
Dr Jenna Spellane	Appointed Mar 22
Joanna Rowse	Appointed Mar 22
Antonio Rinaldi	Appointed Apr 22
Richard Jennings	Treasurer, Chair (Oct 18)

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

Trustee

Trustee

Date



The Museum of Dartmoor Life

Receipt and Payment Accounts

**Charity No
117311**

For the period
from

1 Apr 2021

To

31 Mar 2022

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	14,558			14,558	1,817
Rents	13,021			13,021	13,279
Fundraising and Events					
Donations					5
Grants	14,167			14,167	13,850
Tourist Information Grant		1,500		1,500	1,500
HMRC					6,100
Refunds					1,502
Other	107			107	
Sub total (Gross income for AR)	41,853	1,500	-	43,353	38,053
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	41,853	1,500	- 0	43,353	38,053
A3 Payments					
Staff Costs	12,587	500		13,087	13,925
Stock	3,143			3,143	213
Event Costs	331			331	360
Utilities	1,795	250		2,045	3,447
Insurance	3,381			3,381	3,158
Routine Maintenance	2,181			2,181	1,176
Repairs and other Property Costs	3,796			3,796	1,628
Communications	632	500		1,132	650
Administration	1,103			1,103	897
Capital Expenditure and Development	2,236			2,236	3,000
Volunteer Travel and Subsistence	266	250		516	3
Professional and Management Fees					
Marketing	1,028			1,028	230
Refunds					50
Collection and Other Costs					
Sub total	32,479	1,500	-	33,979	28,737
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	32,479	1,500	- 0	33,979	28,737
Net of receipts/(payments)	9,374	-	-	9,374	9,316
A5 Transfers between funds					
A6 Cash funds last year end	56,485	-	-	56,485	
Cash funds this year end	65,859	-	-	65,859	56,485

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	65,759		-
				-
	Petty Cash	100	-	-
	Total cash funds	65,859	-	-

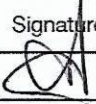
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Stock	1,000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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 SEWING	4th Jan

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

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

I report on the accounts for the year ended 31 March 2022 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.

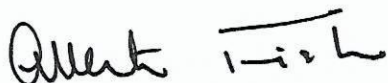
Independent examiner's statement

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.



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12 April 2022