

# **The Museum of Dartmoor Life**

## **Trustees' Annual Report 2024**



### **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 appreciate and protect the Dartmoor 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 co-curates an annual exhibition 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 and developing the collection for visitors and the local community.

### **Achievements, Performance and Outlook**

The museum normally opens from March to October and the season proved productive with the continued return of visitors after the pandemic. The Royal Society awarded a grant for a 'Dyeing on Dartmoor' project which included outreach activities and a most successful exhibition throughout the 2023 season.

We welcomed more than 7,500 visitors, which included a welcome return of our overseas visitors and groups. The museum continues to undertake the role of providing tourist information for the North Dartmoor area. This remarkable exhibition was co-curated and encouraged many visitors who had not previously visited the museum. The museum has a growing reputation for the quality of its annual exhibition.

The excellent work of the volunteers and the manager and the quality of the provision made was marked by the museum winning the silver award for a small tourist attraction for Devon Tourist Awards and also the bronze award for the south west. No other winner was a charity and a largely volunteer run business.

Routine maintenance and some improvements to the fabric of the building have been achieved, mainly on a self help basis, although there is continued deterioration to the fabric of the building's infrastructure which was not addressed in the 2004 refurbishment. A costed condition survey has been undertaken and listed works required at £524,000. These works will form part of the museum's bid to the Museum Estate and Development Fund; a DCMS funded opportunity administered through the Arts Council in 2024. Without substantial investment and improvement in the museum's infrastructure, this community hub and visitor attraction may be lost to future generations. The museum has a policy of sustainability and a longer term environmental control programme, if externally funded, will be put in place over the next two years to maintain the integrity of the museum and collection.



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 2024.

## **Financial Review**

In this accounting period the trustees continued their policy of financial caution, especially with the uncertainty of income streams and continually increasing utility and maintenance costs. However, the charity continued its trend of producing a small 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 the 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 £69,350 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 2023 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 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	Resigned Mar 24
Jan Goffey	Appointed Sep 23
Dr Mary Seddon	
Karen Slattery	Resigned May 23
Jane Marchand	
Dr Jenna Spellane	
Joanna Rowse	
Antonio Rinaldi	
John Palmer	Appointed Jun 23
Laura Bird	Nominated by Town Council Sep 23
Philip Hutt	Chair
Richard Jennings	Treasurer

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

Trustee

Trustee

Date

4 June 2024





# The Museum of Dartmoor Life Receipt and Payment Accounts

Charity No  
1173111

For the period  
from

1 Apr 2023

To

31 Mar 2024

## 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 £
<b>A1 Receipts</b>					
Front of House Sales	24,632			24,632	20,554
Rents	13,518			13,518	13,120
Donations	720			720	768
Grants	5,000	126		5,126	11,880
Tourist Information Grant					1,500
Refunds/Other	217			217	872
Bank Interest	681			681	-
<b>Sub total</b> (Gross income for AR)	<b>44,768</b>	<b>126</b>	<b>-</b>	<b>44,894</b>	<b>48,694</b>
<b>A2 Asset and investment sales, (see table).</b>					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
<b>Sub total</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>-</b>	<b>- 0</b>
<b>Total receipts</b>	<b>44,768</b>	<b>126</b>	<b>- 0</b>	<b>44,894</b>	<b>48,694</b>
<b>A3 Payments</b>					
Staff Costs	15,494			15,494	15,209
Stock	3,397			3,397	3,464
Event Costs	564	727		1,291	4,372
Utilities	4,995			4,995	7,639
Insurance	3,091			3,091	3,883
Routine Maintenance	2,342			2,342	1,418
Repairs and other Property Costs	4,219			4,219	517
Communications	999			999	1,605
Administration	1,051			1,051	863
Capital Expenditure	626			626	1,198
Volunteer Travel and Subsistence	1,332			1,332	1,019
Professional and Management Fees	1,018			1,018	4,695
Marketing	1,056			1,056	780
Development	2,100			2,100	250
Collection and Other Costs	162			162	12
<b>Sub total</b>	<b>42,446</b>	<b>727</b>	<b>-</b>	<b>43,173</b>	<b>46,924</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
<b>Sub total</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>-</b>	<b>- 0</b>
<b>Total payments</b>	<b>42,446</b>	<b>727</b>	<b>- 0</b>	<b>43,173</b>	<b>46,924</b>
<b>Net of receipts/(payments)</b>	<b>2,322</b>	<b>- 601</b>	<b>-</b>	<b>1,721</b>	<b>1,770</b>
<b>A5 Transfers between funds</b>				-	-
<b>A6 Cash funds last year end</b>	<b>67,028</b>	<b>601</b>	<b>-</b>		
<b>Cash funds this year end</b>	<b>69,350</b>	<b>-</b>	<b>-</b>		<b>67,629</b>

## Section B Statement of assets and liabilities at the end of the period

CCXX R1 accounts (SS)

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank 30-96-23 28255168	13,456		-
	Lloyds Bank Deposit 18515851LS	25,575		-
	Lloyds Bank Instant Access 34918368	30,106		
	Petty Cash	213	-	-
	<b>Total cash funds</b>	<b>69,350</b>	<b>-</b>	<b>-</b>

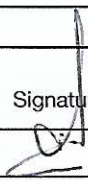
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Stock	1,000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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 Jennings	8 Apr 24



## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

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

I report on the accounts for the year ended 31 March 2024 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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8 April 2024