

THE THAME MUSEUM TRUST

England & Wales · Charity number 1174795

Details

Other names	THAME MUSEUM
Status	Registered
Legal form	CIO
Registered	2017-09-22
Register	View on the Charity Commission register

Contact

Address	Thame Museum 79 High Street Thame Oxfordshire OX9 3AE
Phone	01844 212801
Email	info@thamemuseum.org
Website	http://www.thamemuseum.org

Activities

Objects: TO ADVANCE EDUCATION BY THE ESTABLISHMENT AND MAINTENANCE OF A MUSEUM IN LOCAL HISTORY AND IN PARTICULAR, BUT NOT EXCLUSIVELY, TO THAME AND THE SURROUNDING AREA

Activities: To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

Geography

- Buckinghamshire
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£21,735	£30,000	-	-
2024-03-31	£30,726	£38,079	-	-
2023-03-31	£42,933	£33,583	-	-
2022-03-31	£30,619	£19,492	-	-
2021-03-31	£46,703	£15,003	-	-

Trustees

Name	Role	Appointed
David Charles Dawson		2026-06-06
Dr Trevor Watkins		2023-12-06
Jane Barker		2026-06-06
Linda Emery		2017-06-30
Lindsey Weimers		2023-07-22
MAURICE KIRTLAND		2017-06-30
MICHAEL LAURENCE DYER		2017-06-30
Paul Cowell		2019-06-29
Paul Earley		2025-06-07
Petrova Caldecourt		2023-12-06
Philip John Glover		2024-12-03
Stephen Bannister		2026-06-06

THE THAME MUSEUM TRUST

England & Wales - Charity number 1174795

Accounts

THAME MUSEUM TRUST



TRUSTEES ANNUAL REPORT AND STATEMENT OF ACCOUNTS For year ending 31 March 2025

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity Commission Registered Charity 1174795

An Arts Council Accredited Museum

Museum Address

79 High Street, Thame OX9 3AE

Trustees

Mr Adrian Dite	Chair of Trustees
Mr Michael Parsons	Treasurer
Miss Petrova Caldecourt	
Mr Michael L Dyer	
Mrs Lisa Stevens	
Dr Trevor Watkins	
Mrs Lindsey Weimers	
Mr Philip Williams	

Town Council Nominees

Councillor Paul Cowell
Councillor Linda Emery

Thame Historical Society Nominees

Mr Maurice Kirtland	
Mr Paul Earley	Resigned 3 December 2024
Mr Philip Glover	Appointed 3 December 2024

Secretary

Mr David McBrien

Accounts Independent Examiner

Mrs Ann Green, 32 Holliers Close, Thame OX9 2EN

Bankers

Barclays Bank PLC, 1 Churchill Place, London E14 5HP

Insurers

Ecclesiastical Insurance Office plc, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

ANNUAL REPORT OF THE TRUSTEES AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2025

The Trustees present their report with the financial statements of the charity for the year ending 31 March 2025. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2015.

CHAIR OF TRUSTEES REPORT

This year I have structured my report to reflect the way in which the Museum teams operate, i.e., "Activities", "Collections" and "Enabling".

However, I will start this report with a heartfelt thanks to all our volunteers.

As a totally volunteer-run organisation, all that happens only happens because a volunteer makes it happen. The success of the museum is only possible due to the dedication of the teams either front of house opening up and greeting our visitors, or the working groups pulling the exhibitions together, and looking after the collection. Also, those running the daily life of the museum make invaluable contributions. On behalf of the Trustees, I offer a sincere "Thank You" to every one of you.

Activities

The Museum has had another startling year with many wonderful highlights and I'll start with a mention of the Robin Gibb weekend which was fantastically supported. It was a truly international event. As well as many visitors coming to the Museum there was a series of events over three days which included a music and verse evening in St. Mary's Church and a special viewing of the "Saturday Night Fever" film at The Thame Players theatre, all of which added up to very enjoyable weekend. Many thanks to Dwina Gibb, a wonderful patron to the Museum, for both taking part and supporting the weekend.

We had a strong programme of short term exhibitions this year including:

- The town's emergency services, including a very well supported visit from the fire station crew who brought along a fire engine;
- Active Thame exhibition, which was supported by nearly all of the sports clubs in the area;
- The history of Rycote Park, and talk by the current owner, Sara Taylor;
- The life of Johnny Smythe, together with a talk from his son, Eddie. The exhibition items have now become part of the main permanent exhibition in the main gallery thanks to Eddie's generous donation of artefacts, in addition to some financial support; and
- I'm glad to say that the Museum was able to support the Thame History Fair again this year, which was a very well attended event in the Town Hall.

We continue our work with local schools, hosting talks and activities with the primary schools. We continue to be involved with Lord Williams' secondary school, hosting their annual art show, the year 7 "community engagement week", offering work experience, as well as the ongoing support of the Duke of Edinburgh Awards scheme.

We are also allowing third party groups to use our museum as a community hub, which not only ensures the community uses the spaces but also brings in valuable income.

Collections

We continue to follow our Forward Plan, and with storage space an ever present issue, we have an ongoing programme to review our collection, appraising what we currently hold, and the de-accessioning of items which do not help us tell "The Story of Thame".

We are also looking at the best way to display our collection items, including the layout of the main gallery.

We have launched a sponsorship programme with local businesses to support the costs of new display boards and have had support from the South East Museum Development Team in the creation of a new style guide to be used for future exhibitions.

Enabling

The Museum has been able to invest in a few areas:

- Installing a new and more modern sales system for in-house and online sales;
- Introducing a new website, which has attracted many more hits; and
- Adding an electronic donation station to take card donations.

All these have been well received and with the new till providing dynamic stock control we are able to deliver a better on-line shop service internationally.

We received a significant donation again this year from the Midsomer Murder Tour group. This is an independent team who take visitors to the town on a guided tour of film locations used in the TV programme. The tour ends in the Museum (a film location in its own right) and we are always pleased to see them.

After many attempts, the leaks from the roof have been fixed! Now that rain water egress has been stopped, we can work with the Town Council (who own the building) to address the internal damage done.

We have also initiated a process to review and change our constitution to a more widely used and modern offering.

I end where I started with the volunteers that make this a true community museum. We finished the year with around 75 volunteers, 14 of whom had joined us in the last six months, hence bucking the trend of a declining volunteer team being suffered by many similar charities across the country. This has been achieved by organising very focused recruitment events. We have also directly recruited Trustees for the first time this year to fill some skills gap within our Trustee group.

To conclude, I believe, the actions we have taken together with our agreed Forward Plan, will improve our visitor experience and support of the wider community. The Trustees are looking forward to next year with the Museum already having an exciting programme in place.

It's been a fantastic year, and I have thoroughly enjoyed being part of the Museum team and having the honour to be chair of the Trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was established by constitution signed on 06 February 2004 as a Charitable Unincorporated Association and is governed under its Constitution that delineates the objects and powers of the Charitable Trust. The Charitable Trust was registered with the Charity Commission number 1125432. It has now been dissolved and was removed from the Charity Commission register in July 2019.

On 22 September 2017 a Charitable Incorporated Organisation (CIO) was registered with the Charity Commission number 1174795 in the name of Thame Museum Trust. The Objects and Aims of the CIO are identical with the Objects and Aims of the previous charity. The CIO took overall responsibility for the Trust from 01 April 2018.

The financial statements are prepared in accordance with the Trust's constitution and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102).

Reserves Policy and Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees reviewed its financial controls on 12 February 2025.

The Trustees have approved holding reserves which equate roughly to 1.5 years overheads, being £15,000, to guard against unexpected costs.

The Trust leases a building for the purposes of running the Museum. This is held on a 25-year lease from Thame Town Council at the rate of £1 per annum.

The Trust does not have access to any overdraft or loan facility.

Arts Council Accreditation

In 2007 the Trustees were pleased to announce that the Museum was the first museum of its style to directly achieve the Accreditation Standard set for Museums. The Museum's Arts Council accreditation was renewed in 2013 and again in 2017; a reapplication for accreditation is being planned for 2026/2027.

Operating Group

The day to day running of the Museum has been delegated by the Trustees to an Operating Group which is constituted as:

- Chair, Secretary and Treasurer;
- Members representing the functions of the Museum:
 - Activities Team, incorporating activities relating to Exhibitions and Events, Children and Families, and Publicity and Marketing
 - Collections Team
 - Enabling Team, incorporating support for Volunteers, Finance, IT and the Building

This Operations Group and its supporting structure facilitates the natural collaborative style of team working within the Museum.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The principal object of the Trust is:

To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

In planning our activities, we have kept in mind the Charity Commission's guidance on public benefit.

The primary public benefits to the community are:

- Operation of a local history Museum which collects and conserves artefacts relating to life in the Thame area in accordance with the Collections Policy;
- Providing a facility for members of the public to carry out local history research;
- Holding regular public talks with a historical theme and temporary exhibitions and displays on historical and artistic themes; and
- Collaborative working with local children's groups, local businesses and schools to improve access to the Museum and its collections and enhance its operations.

VISITOR ATTENDANCE FIGURES

Visitor attendance for the past five years is:

Year	2024/25	2023/24	2022/23	2021/22	2020/21
Total visitors	5,486	5,850	6,782	2,530	492
Days open	189	185	178	*104	*28
Average visitors per open day	29	32	38	24	18

* During the year we opened when it was legal to do so within relevant covid regulations, and when there were sufficient Volunteers available to ensure public safety. We were pleased to note that the average visitor numbers were largely maintained during this unprecedented period.

TRUSTEES

As requested at the 2018 AGM, members asked for the Annual Report to include the length of the current term served by each Trustee.

AGM	Jun-22			Jun-23			Jul-24			Jun-25		
	Stood down	Elected	Complete Years	Stood down	Elected	Complete Years	Stood down	Elected	Complete Years	Stood down	Elected	Complete Years
Petrova Caldecourt Co-opted Dec-23							√	√				1
Adrian Dite First elected Jun-17			1			2	√	√	3			1
Michael Dyer First elected Jun-17			2	√	√	0			1			2
Michael Parsons Co-opted Feb-24							√	√				1
Lisa Stevens Co-opted Dec-23							√	√				1
Trevor Watkins Co-opted Dec-23							√	√				1
Lindsey Weimers First elected Jul-23					√	0			1			2
Philip Williams First elected Jun-16			1			2	√	√	3			1
Paul Cowell (Thame Town Council) First elected Jun-19			3			4			5			6
Linda Emery (Thame Town Council) First elected Jun-17			5			6			7			8
Philip Glover (Historical Society) First elected Dec-24												0.5
Maurice Kirtland (Historical Society) First elected Jun-17			4			5			6			7

As per the Trust's Constitution one-third of the elected Trustees shall retire from office, retiring by rotation based on those who have been longest in office since their last appointment or reappointment. At this time, Michael Dyer and Lindsey Weimers retire for this reason. Both are seeking re-election at the 2025 AGM.

The Chairman and Trustees would like to take this opportunity to thank Paul Earley for his excellent support and contributions to the Museum over the last number of years as a Trustee, and looks forward to continue to work with Paul as a highly valued member of the Volunteer team.

ON BEHALF OF THE BOARD OF TRUSTEES

Adrian Dite

Mr A Dite, Chair of Trustees Dated: 7 June 2025

FINANCIAL REVIEW

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2025

The Trustees acknowledge their responsibility for preparation of financial statements and consider that under Section 144(2) of the Charities Act 2011 (the 2011 Act) a formal audit is not required and that an independent examination is required for the year ending 31 March 2025.

The financial statements were examined and approved by the Board of Trustees on 30 April 2025 and signed on behalf of the Trustees by: Adrian Dite

INDEPENDENT ACCOUNTS EXAMINER'S REPORT TO THE TRUSTEES OF THAME MUSEUM TRUST

I report to the Trustees on my examination of the accounts of the Thame Museum Trust (the Trust) for the year ending 31 March 2025.

Responsibilities and basis of report

As the charity's Trustees, 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 all 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 in connection with the examination which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Ann Green (*original on file*)

Name: Mrs Ann Green

Relevant professional qualification or membership of professional bodies: ACA

Address: 32 Holliers Close, Thame OX9 2EN

Date: 12 May 2025

ANNUAL ACCOUNTS
FOR THE YEAR ENDING 31 MARCH 2025
THAME MUSEUM TRUST
CHARITY NO: 1174795
STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Incoming resources	3				
Donations		5,226	-	5,226	5,379
Grants	4	-	-	-	5,654
Fundraising		12,578	-	12,578	17,615
Membership		1,687	-	1,687	1,864
Talks, room hire & other income		2,244	-	2,244	214
Total		21,735	-	21,735	30,726
Resources expended	5				
Cost of raising funds		13,655	-	13,655	12,287
Building expenses		10,814	-	10,814	14,426
Office expenses		5,531	-	5,531	11,366
Total		30,000	-	30,000	38,079
Net income / (expenditure)		(8,265)	-	(8,265)	(7,353)
Transfers between funds		3,000	(3,000)	-	-
Net movement in funds		(5,265)	(3,000)	(8,265)	(7,353)
Reconciliation of funds					
Total funds brought forward		53,800	3,000	56,800	64,153
Total funds carried forward		48,535	-	48,535	56,800

BALANCE SHEET

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Current assets					
Stocks	6	3,812	-	3,812	4,372
Debtors	7	5,316	-	5,316	589
Cash at bank and in hand		43,493	-	43,493	53,737
Total current assets		52,621	-	52,621	58,698
Creditors: amounts falling due within one year	8	(4,086)	-	(4,086)	(1,898)
Total net assets		48,535	-	48,535	56,800
Funds					
Restricted income funds		-	(3,000)	(3,000)	3,000
Unrestricted funds		48,535	-	48,535	53,800
Total funds	9	48,535	-	48,535	56,800

NOTES TO THE ACCOUNTS

1. Basis of preparation

1.1. Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2. Going concern

The accounts have been prepared on a going concern basis.

2. Accounting policies

2.1. Income

Recognition of income: income is included in the SoFA when the Trust becomes entitled to the resources, it is more likely than not that the Trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Offsetting: there has been no offsetting of assets and liabilities, or income and expenditure, unless required or permitted by the FRS 102 SORP.

Grants and donations: are only included in the SoFA when the general income recognition criteria are met.

Tax reclaims on donations: Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2. Expenditure and liabilities

Liability recognition: Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Trust to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Creditors: The Trust has creditors which are measured at settlement amounts less any trade discounts.

Stocks: Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Debtors: Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Trust. Subsequently, they are measured at the cash or other consideration expected to be received.

3. Analysis of incoming resources

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Donations				
Donations	4,355	-	4,355	4,228
Gift Aid	871	-	871	1,151
Total	5,226	-	5,226	5,379
Grants				
South Oxfordshire DC	-	-	-	3,000
Haddenham Beer Festival	-	-	-	2,000
Thame Town Council	-	-	-	654
Total	-	-	-	5,654
Fundraising				
Exhibitions and events	5,550	-	5,550	6,846
100 Club	-	-	-	682
Shop sales	7,028	-	7,028	10,087
Total	12,578	-	12,578	17,615
Membership				
Subscriptions	1,418	-	1,418	1,598
Gift Aid	269	-	269	266
Total	1,687	-	1,687	1,864
Talks, room hire & other income				
Talks *	651	-	651	(819)
Room Hire	396	-	396	-
School visits & Arts Award	390	-	390	486
Other income	807	-	807	547
Total	2,244	-	2,244	214
Total income	21,735	-	21,735	30,726

* Talks income is net of subscriptions to the online shop provider through which tickets are sold, and the subscription to the live-stream platform provider.

4. Analysis of receipts of government grants

No grants were received in the current year. In the prior year the grants totalling £5,000 from South Oxfordshire District Council and Haddenham Beer Festival were received to support the creation of a permanent display following the highly successful exhibition Last Stop Thame about the history of Thame's railway. £454 was received from Thame Town Council for 3 Amazon Fire tablets. The remaining £200 was received again from Thame Town Council as general support as part of celebrations for the King's Coronation.

5. Analysis of resources expended

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Cost of raising funds				
Exhibitions and events	7,607	-	7,607	1,541
Shop purchases	3,121	-	3,121	5,660
Collections management	903	-	903	3,560
Advertising	1,718	-	1,718	806
Other expenses	306	-	306	720
Total	13,655	-	13,655	12,287
Building expenses				
Utilities	7,106	-	7,106	7,268
Maintenance contracts	1,200	-	1,200	1,265
Repairs and renewals	1,395	-	1,395	4,436
Cleaning	535	-	535	879
Insurance	578	-	578	578
Total	10,814	-	10,814	14,426
Office expenses				
Stationery and postage	595	-	595	537
Printing	104	-	104	695
Subscriptions **	816	-	816	490
Training	-	-	-	-
Computers and software	3,998	-	3,998	6,739
Other expenses ***	18	-	18	2,905
Total	5,531	-	5,531	11,366
Total expenditure	30,000	-	30,000	38,079

** Subscriptions were paid for memberships including the Museums Association, Oxfordshire Museums Council and Association of Independent Museums.

*** In the prior year expenditure of £2,875 related to an external consultancy service to propose a development plan for the Museum.

6. Stocks

Stocks represents finished goods held for sale in the shop within the Museum and online.

7. Debtors

	2025 £	2024 £
Trade debtors	47	253
Owed by a supplier	173	336
Prepayments	5,096	-
	<u>5,316</u>	<u>589</u>

8. Creditors – amounts falling due within one year

	2025 £	2024 £
Trade creditors	41	387
Prepaid talks tickets	-	128
Other creditors	3,184	672
Accruals	861	711
	<u>4,086</u>	<u>1,898</u>

9. Trust's funds

Details of funds held and movements during the CURRENT reporting period:

Fund name	Balance brought forward	Income	Expenditure	Transfers	Balance carried forward
	£	£	£	£	£
Unrestricted					
General fund	53,800	21,735	(30,000)	3,000	48,535
Restricted					
Last Stop Thame case	3,000	-	-	(3,000)	-
Total	3,000	-	-	(3,000)	-
Total funds	56,800	21,735	(30,000)	-	48,535

Funds are held under two headings:

- (1) Unrestricted funds, including designated funds, can be used in accordance with the Trust's charitable objectives at the discretion of the Trustees.
- (2) Restricted funds can only be used for particular purposes within the objects of the Trust. Restrictions arise when donations or grants are made for a particular purpose or project and restrictions are applied by the grant maker or donor.

The restricted grant of £3,000 from South Oxfordshire District Council for the Last Stop Thame case was repurposed to Active Thame, the museum's summer sports exhibition and events programme, during the year. The cost of the Active Thame programme totalled £3,468 and is included in the cost of exhibitions and events in the current year.

Details of funds held and movements during the PREVIOUS reporting period:

Fund name	Balance brought forward £	Income £	Expenditure £	Transfers £	Balance carried forward £
Unrestricted					
General fund	44,748	25,272	(34,959)	18,739	53,800
Designated					
100 Club	-	-	-	-	-
RH&L grant	4,040	-	-	(4,040)	-
Capital projects	15,000	-	-	(15,000)	-
Total	63,788	25,272	(34,957)	(301)	53,800
Restricted					
Handling objects	153	-	(170)	17	-
Rycotewood pictures	212	-	-	(212)	-
Last Stop Thame case	-	5,000	(2,016)	16	3,000
Tablets	-	454	(934)	480	-
Total	365	5,454	(3,120)	301	3,000
Total funds	64,153	30,726	(38,079)	-	56,800

10. Transactions with Trustees and related parties

10.1. Trustees' expenses

Type of expense reimbursed	2025 £	2024 £
Building maintenance	75	54
Collections, exhibitions and advertising	496	206
Stationery, postage, training, subsistence and IT consumables	219	746
Volunteer events	-	290
	790	1,296

5 trustees were reimbursed during 2024 (6 in 2024).

10.2. Transactions with related parties

There have been no material transactions with related parties in the reporting period other than expenses reimbursed to Trustees as reported above.

11.0. Post Balance Sheet Event

In April 2025 the museum submitted an insurance claim for £14,500 relating to an insurable event which occurred in the first quarter of 2025. Insurers will reimburse the museum for this with the exception of a £250 excess which has been provided for in the accounts.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THAME MUSEUM TRUST
(CHARITABLE INCORPORATED ORGANISATION NO. 1174795) HELD ON 29 JUNE
2024 AT 10.30AM**

AGM (at Thame Museum)	Date: 29 June 2024 (10:30)
Chairman:	The meeting was chaired by Adrian Dite.
Members present:	The number of members present was 24 which was above the quorum of the Museum membership (currently 157) required to hold the meeting.
Apologies:	Apologies were received from 7 members.
Item	Discussion
1. 2023 AGM Minutes Review	The Chairman welcomed the Members present at the meeting. There were no matters arising from the review of the AGM minutes from the previous year and these were approved by the Members present.
2. Trustees Annual Report for 2023/24 Review	<p>The annual report had been issued in advance in draft form to all Members for pre-reading.</p> <p>The Chairman explained the success of the temporary exhibitions during the year and also that the Midsomer Murder tours brought in £1.4k. He explained that the Volunteers make it happen and thanked them for all their continued excellent work and support for the Museum throughout the year. The Museum has around 60 Volunteers and is always looking for more recruits to help out.</p> <p>During the year four new Trustees were co-opted into the Museum, bringing in some excellent experience. There was also a change in Treasurer, with the Chairman thanking Alex (outgoing Treasurer) for all her efforts and support over the years. The Chairman also thanked Lin Wylie for her many years of excellent work at the Museum as she has decided to step down as a Trustee at the AGM.</p> <p>The Chairman explained that there has been a lot of co-operative work with various organisations in the local community including Thame Shed, U3A, Thame Players as well as a number of local businesses.</p> <p>The Chairman thanked Lindsey Weimers for her excellent work with the local schools, resulting in a close relationship with all the schools and including visits from the whole of year 7 from Lord Williams’s School. Also two Lord Williams’s students performed their work experience at the Museum.</p> <p>The Chairman explained that a new Forward Plan has been developed with the focus on the Museum telling the story of Thame, and incorporating the activities required to secure the next accreditation (currently expected to be 2025).</p> <p>The Chairman closed by thanking Emily Toettcher, the Museum’s mentor and Sarah Menary from South East Museum Development for their help during the year, as well as the Town Council for their ongoing support.</p> <p>Alex Perry (outgoing Treasurer) provided an overview of the financials for the year. She explained that the museum had benefitted from the government’s covid grant scheme in prior years, and the Trustees have continued to invest some of those monies. The year began with nearly £64k in reserves, up from £55k the year before, and after income of £31k and expenditure of £38k, finished at the end of March 2024 with £57k in</p>

	<p>reserves. £10k of the income came from shop sales, following an unprecedented £20k in the year before, with the remaining income of £21k resulting from a hugely successful Robin Gibb event, as well as generous donations and grants received for specific items. During the year approximately a third of the £38k expenditure went on raising funds (£12k), with £14k spent maintaining the building, including higher energy costs and recarpeting the community room and library. Office expenses were higher than normal as the Museum benefitted from external advice on future plans. Alex finished by thanking all the Volunteers who support what is done at the Museum, and is hoping that her successor, Michael Parsons, enjoys volunteering at the Museum as much as she has over the past few years.</p> <p>There was a question regarding who would pay for the internal decoration for areas affected by the building leaks. The Chairman explained that the Trustees hope to work with the Town Council to see if their insurance policy will cover these costs.</p> <p>The Annual Report and Accounts were approved by the Members.</p>
3. Election of Trustees	<p>David McBrien (Secretary) chaired this item on the agenda.</p> <p>In accordance with the constitution, one third of elected Trustees are required to stand down on a longest served basis. Adrian Dite and Philip Williams are the Trustees standing down this year. Both are seeking re-election at the 2024 AGM.</p> <p>Lin Wylie has announced her intention to retire as a Trustee at the 2024 AGM and is not currently seeking re-election.</p> <p>Alex Perry stood down as a Trustee and is not seeking re-election.</p> <p>Petrova Caldecourt, Lisa Stevens, Trevor Watkins and Michael Parsons, the four Trustees co-opted during the year, shall retire at the 2024 AGM and are all seeking re-election at the 2024 AGM.</p> <p>With the retirements and standing down outlined above there are seven Trustee vacancies.</p> <p>Trustee nominations have been received from Adrian Dite, Philip Williams, Petrova Caldecourt, Lisa Stevens, Trevor Watkins and Michael Parsons, each being proposed by Mike Dyer and seconded by Paul Cowell. As these six nominations are less than the seven vacancies all six members are elected to be Trustees without the need for a vote by the Members present. The Trust has received the following nominations for Trustees from Thame Historical Society - Maurice Kirtland and Paul Earley.</p> <p>The Trust has received the following nominations for Trustees from Thame Town Council - Paul Cowell and Linda Emery.</p>
4. Membership Fees for 2025/26	<p>The Chairman stated that the proposal was to keep the annual membership fee at £12.50. The proposal was approved by Members at the meeting.</p>
5. Appointment of Accounts Independent Examiner	<p>The Chairman thanked Mrs Ann Green on behalf of the Museum for the very professional work that she provided as independent examiner of the accounts. The proposal that Mrs Ann Green do the same task again for the next year was approved by the Members at the meeting.</p>
6. Members Questions	<p>No questions were raised prior to the meeting.</p>
7. Closing of the AGM	<p>The Chairman formally closed the AGM at 10:58am, thanking Members for their continued support for the Museum.</p>

DECLARATION

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Signature(s): _____

Full name(s): _____

Position: _____

Date: _____

THE THAME MUSEUM TRUST

England & Wales - Charity number 1174795

Accounts

THAME MUSEUM TRUST



TRUSTEES ANNUAL REPORT AND STATEMENT OF ACCOUNTS For year ending 31 March 2024

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity Commission Registered Charity 1174795

An Arts Council Accredited Museum

Museum Address

79 High Street, Thame OX9 3AE

Trustees

Mr Adrian Dite		Chair of Trustees
Mr Michael Parsons	Appointed 29 Feb 2024	Treasurer
Miss Petrova Caldecourt	Appointed 06 Dec 2023	
Mr Michael L Dyer		
Mrs Alexandra Perry	Resigned 31 Mar 2024	
Mrs Lisa Stevens	Appointed 06 Dec 2023	
Dr Trevor Watkins	Appointed 06 Dec 2023	
Mrs Lindsey Weimers	Appointed 22 Jul 2023	
Mr Philip Williams		
Mrs Lin Wylie		

Town Council Nominees

Councillor Paul Cowell

Councillor Linda Emery

Thame Historical Society Nominees

Mr Maurice Kirtland

Mr Paul Earley

Secretary

Mr David McBrien

Accounts Independent Examiner

Mrs Ann Green, 32 Holliers Close, Thame OX9 2EN

Bankers

Barclays Bank PLC, 1 Churchill Place, London E14 5HP

Insurers

Ecclesiastical Insurance Office plc, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

ANNUAL REPORT OF THE TRUSTEES AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2024

The Trustees present their report with the financial statements of the charity for the year ending 31 March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2015.

CHAIR OF TRUSTEES REPORT

The Museum has had a strong year, among the highlights were:

- Successful temporary exhibitions
- Collaborations with Thame Arts and Literary (TAL) talks
- Hosting Paul Gambaccini's Tribute to Robin Gibb with Dwina Gibb
- "Midsomer Murders" Town Tours

All of these activities were only possible due to the dedication of the teams of volunteers either front of house, opening up and greeting our visitors, or the working groups pulling the exhibitions together, and indeed those running the daily life of the Museum. Yet again I have to offer a sincere and heart felt Thank You to you everyone. As a totally Volunteer-run organisation, all happens because a Volunteer makes it happen.

We had around 60 volunteers as at 31 March 2024 and we are always looking to recruit more volunteers to ensure the future of the Museum. The Museum also recruited five new Trustees and have had three standing down. This coming year will also see a change of Treasurer.

At this point, I would like to offer both a personal thank you to Alex for all the work she has done, not only as the Treasurer and a Trustee over many years, but the way she has helped in every area of the Museum organisation.

One of the temporary exhibitions which was a great success, "Last Stop Thame", included production by the team of a wonderful model of the old station together with an animated film of the journey from Oxford, via Thame, to Princes Risborough. The model is now on permanent display in the main gallery.

The Museum continues work with the community, including "Thame Shed" who have supported us by making a stand for a tablet to gain visitor feedback, and through the refurbishment of a carousel model now on permanent display, bringing pleasure to both young and old.

We continue to work with the local schools, hosting visits from Lord Williams's School year 7 (the whole year group, 350 students over a week), and John Hampden, St Joseph's and Barley Hill primary schools, and also accommodating the Lord Williams's School Art exhibition. This year the Museum also hosted two year 13 students for work experience.

The Museum continues with a varied and successful monthly talks programme, (available face to face and online); we co-hosted with Thame Arts & Literary organisation larger talks events at the Thame Players theatre, which have seen sell-out audiences.

We are very happy to continue our partnership with the “Midsomer Murder Tours” programme, which brings both people and funds into the Museum. We are also very pleased to be working with some of the local businesses who offer us support in various ways.

All these activities help us to tell “The Story of Thame”, giving a sense of place and bringing the town’s history to life. The Museum wants to be seen as a welcoming, family-friendly environment, relevant to residents today.

We completed our Forward Plan for the next 3 years, with the various teams identifying key aims to deliver the trustees’ strategic plan, including renewal of our accreditation currently planned for 2025. In the work leading to the plan’s completion, output from the audience research project was included, leading to some key development activities such as a visitor learning plan, a marketing strategy and a collection re-evaluation against our mission of telling the “Story of Thame”. We are also starting to understand how best to showcase the archaeological discoveries from the housing development site at Oxford Road, Thame.

We have been helped throughout by Emily Toettcher acting as our Museum mentor, and with support from Sarah Menary from Museum Development South East. We are very grateful to have this professional guidance and Emily is often a member of our Trustee meetings.

I am pleased to say that the Museum enjoys the full support of the Town Council, which is working with us to repair problems that are causing rain water ingress at this time.

I end this review of the year with a massive thank you to the Members of the Trust who have continued their membership, thereby underpinning the running costs of the Museum.

The Trustees are confident of the Museum’s future, both in its own right and as a part of the wider Thame community, and I am extremely proud to be part of the Thame Museum Community.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was established by constitution signed on 06 February 2004 as a Charitable Unincorporated Association and is governed under its Constitution that delineates the objects and powers of the Charitable Trust. The Charitable Trust was registered with the Charity Commission number 1125432. It has now been dissolved and was removed from the Charity Commission register in July 2019.

On 22 September 2017 a Charitable Incorporated Organisation (CIO) was registered with the Charity Commission number 1174795 in the name of Thame Museum Trust. The Objects and Aims of the CIO are identical with the Objects and Aims of the previous charity. The CIO took overall responsibility for the Trust from 01 April 2018.

The financial statements are prepared in accordance with the Trust's constitution and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102).

Reserves Policy and Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees reviewed its financial controls on 29 February 2024.

The Trustees have approved holding reserves which equate roughly to 1.5 years overheads, being £15,000, to guard against unexpected costs.

The Trust leases a building for the purposes of running the Museum. This is held on a 25-year lease from Thame Town Council at the rate of £1 per annum.

The Trust does not have access to any overdraft or loan facility.

Arts Council Accreditation

In 2007 the Trustees were pleased to announce that the Museum was the first museum of its style to directly achieve the Accreditation Standard set for Museums. The Museum's Arts Council accreditation was renewed in 2013 and again in 2017; a reapplication for accreditation is being planned for 2025, or earlier should the Arts Council's processes allow.

Operating Group

The day to day running of the Museum has been delegated by the Trustees to an Operating Group which is constituted as:

- Chair, Secretary and Treasurer;
- Members representing the functions of the Museum:
 - Activities Team, incorporating activities relating to Exhibitions and Events, Children and Families, and Publicity and Marketing
 - Collections Team
 - Enabling Team, incorporating support for Volunteers, Finance, IT and the Building

This Operations Group and its supporting structure facilitates the natural collaborative style of team working within the Museum.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The principal object of the Trust is:

To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

In planning our activities, we have kept in mind the Charity Commission's guidance on public benefit.

The primary public benefits to the community are:

- Operation of a local history Museum which collects and conserves artefacts relating to life in the Thame area in accordance with the Collections Policy;
- Providing a facility for members of the public to carry out local history research;
- Holding regular public talks with a historical theme and temporary exhibitions and displays on historical and artistic themes; and
- Collaborative working with local children’s groups, local businesses and schools to improve access to the Museum and its collections and enhance its operations.

VISITOR ATTENDANCE FIGURES

Visitor attendance for the past five years is:

Year	2023/24	2022/23	2021/22	2020/21	2019 /20
Total visitors	5,850	6,782	2,530	492	3,900
Days open	185	178	*104	*28	163
Average visitors per open day	32	38	24	18	24

* During the year we opened when it was legal to do so within relevant covid regulations, and when there were sufficient Volunteers available to ensure public safety. We were pleased to note that the average visitor numbers were largely maintained during this unprecedented period.

TRUSTEES

As requested at the 2018 AGM, members asked for the Annual Report to include the length of the current term served by each Trustee.

AGM	Jun-21			Jun-22			Jul-23			Jun-24		
	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years
Petrova Caldecourt Co-opted Dec-23										√		
Adrian Dite First elected Jun-17	√	√	0			1			2	√		3
Michael Dyer First elected Jun-17			1			2	√	√	0			1
Michael Parsons Co-opted Feb-24										√		

Alexandra Perry First elected Sep-20			1			2			3	√		
Lisa Stevens Co-opted Dec-23										√		
Trevor Watkins Co-opted Dec-23										√		
Lindsey Weimers First elected Jul-23								√	0			1
Philip Williams First elected Jun-16	√	√	0			1			2	√		3
Lin Wylie First elected Jun-19			2			3	√	√	0	√		
Paul Cowell (Thame Town Council) First elected Jun-19			2			3			4			5
Linda Emery (Thame Town Council) First elected Jun-17			4			5			6			7
Paul Earley (Historical Society) First elected Jun-21		√	0			1			2			3
Maurice Kirtland (Historical Society) First elected Jun-17			3			4			5			6

As per the Trust's Constitution one-third of the elected Trustees shall retire from office, retiring by rotation based on those who have been longest in office since their last appointment or reappointment. At this time, Adrian Dite and Philip Williams retire for this reason. Both are seeking re-election at the 2024 AGM.

In addition, Lin Wylie has announced her intention to retire at the 2024 AGM and is not seeking re-election at this time. Over many years Lin has headed up the Volunteer Engagement Group with all the various activities within that role. Lin also managed the refurbishment of the reception area and kindly donated the badge machine used to produce items for the shop. The Chairman and everyone at the museum thank Lin for her long service and wish her all the very best for the future.

Petrova Caldecourt, Lisa Stevens, Trevor Watkins and Michael Parsons, the four new co-opted Trustees will retire at the 2024 AGM and are all seeking re-election at the 2024 AGM.

ON BEHALF OF THE BOARD OF TRUSTEES

Adrian Dite

Mr A Dite, Chair of Trustees Dated: 28 May 2024

FINANCIAL REVIEW

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023

The Trustees acknowledge their responsibility for preparation of financial statements and consider that under Section 144(2) of the Charities Act 2011 (the 2011 Act) a formal audit is not required and that an independent examination is required for the year ending 31 March 2024.

The financial statements were examined and approved by the Board of Trustees on 29 April 2024 and signed on behalf of the Trustees by: Adrian Dite

INDEPENDENT ACCOUNTS EXAMINER'S REPORT TO THE TRUSTEES OF THAME MUSEUM TRUST

I report to the Trustees on my examination of the accounts of the Thame Museum Trust (the Trust) for the year ending 31 March 2024.

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Ann Green (original on file)

Name: Mrs Ann Green

Relevant professional qualification or membership of professional bodies: ACA

Address: 32 Holliers Close, Thame OX9 2EN

Date: 01 May 2024

ANNUAL ACCOUNTS
FOR THE YEAR ENDING 31 MARCH 2024
THAME MUSEUM TRUST
CHARITY NO: 1174795
STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Incoming resources	3				
Donations		5,379	-	5,379	14,200
Grants	4	200	5,454	5,654	270
Fundraising		17,615	-	17,615	25,090
Membership		1,864	-	1,864	1,979
Talks, room hire & other income		214	-	214	1,394
Total		25,272	5,454	30,726	42,933
Resources expended	5				
Raising funds		10,101	2,186	12,287	16,451
Building expenses		14,426	-	14,426	7,933
Office expenses		10,432	934	11,366	9,199
Total		34,959	3,120	38,079	33,583
Net income / (expenditure)		(9,687)	2,334	(7,353)	9,350
Transfers between funds		(301)	301	-	-
Net movement in funds		(9,988)	2,635	(7,353)	9,350
Reconciliation of funds					
Total funds brought forward		63,788	365	64,153	54,803
Total funds carried forward		53,800	3,000	56,800	64,153

BALANCE SHEET

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Current assets					
Stocks	6	4,372	-	4,372	3,127
Debtors	7	589	-	589	35
Cash at bank and in hand		50,737	3,000	53,737	63,503
Total current assets		55,698	3,000	58,698	66,665
Creditors: amounts falling due within one year	8	(1,898)	-	(1,898)	(2,512)
Total net assets		53,800	3,000	56,800	64,153
Funds					
Restricted income funds		-	3,000	3,000	365
Unrestricted funds		53,800	-	53,800	63,788
Total funds	9	53,800	3,000	56,800	64,153

NOTES TO THE ACCOUNTS

1. Basis of preparation

1.1. Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2. Going concern

The accounts have been prepared on a going concern basis. The Trust has received non-repayable grants during the 2020 and 2021 which would cover almost three times the average annual running cost of the museum.

2. Accounting policies

2.1. Income

Recognition of income: income is included in the SoFA when the Trust becomes entitled to the resources, it is more likely than not that the Trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Offsetting: there has been no offsetting of assets and liabilities, or income and expenditure, unless required or permitted by the FRS 102 SORP.

Grants and donations: are only included in the SoFA when the general income recognition criteria are met.

Tax reclaims on donations: Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2. Expenditure and liabilities

Liability recognition: Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Trust to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Creditors: The Trust has creditors which are measured at settlement amounts less any trade discounts.

Stocks: Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Debtors: Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Trust. Subsequently, they are measured at the cash or other consideration expected to be received.

3. Analysis of incoming resources

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Donations				
Donations	4,228	-	4,228	13,833
Gift Aid	1,151	-	1,151	367
Total	5,379	-	5,379	14,200
Grants				
South Oxfordshire DC	-	3,000	3,000	-
Haddenham Beer Festival	-	2,000	2,000	-
Thame Town Council	200	454	654	
South East Museums Development Office	-	-	-	270
Total	200	5,454	5,654	270
Fundraising				
Events and projects	6,846	-	6,846	4,342
100 Club	682	-	682	795
Shop sales	10,087	-	10,087	19,953
Total	17,615	-	17,615	25,090
Membership				
Subscriptions	1,598	-	1,598	1,560
Gift Aid	266	-	266	419
Total	1,864	-	1,864	1,979
Talks, room hire & other income				
Talks *	(819)	-	(819)	498
School visits & Arts Award	486	-	486	755
Other income	547	-	547	141
Total	214	-	214	1,394
Total income	25,272	5,454	30,726	42,933

* Talks income is net of subscriptions to the online shop provider through which tickets are sold, and the subscription to the live-stream platform provider.

4. Analysis of receipts of government grants

The grants totalling £5,000 from South Oxfordshire District Council and Haddenham Beer Festival were received to support the creation of a permanent display following the highly successful exhibition Last Stop Thame about the history of Thame's railway. £454 was received from Thame Town Council for 3 Amazon Fire tablets. The remaining £200 was received again from Thame Town Council as general support as part of celebrations for the King's Coronation.

5. Analysis of resources expended

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Raising Funds				
Events and projects	1,541	-	1,541	524
Shop purchases	5,660	-	5,660	10,096
Collections management	1,544	2,016	3,560	5,141
Advertising	806	-	806	439
Other expenses	550	170	720	251
Total	10,101	2,186	12,287	16,451
Building expenses				
Utilities	7,268	-	7,268	3,867
Maintenance contracts	1,265	-	1,265	1,472
Repairs and renewals	4,436	-	4,436	1,450
Cleaning	879	-	879	673
Insurance	578	-	578	471
Total	14,426	-	14,426	7,933
Office expenses				
Stationery and postage	537	-	537	246
Printing	695	-	695	1,335
Subscriptions **	490	-	490	292
Training	-	-	-	101
Computers and software	5,805	934	6,739	6,438
Other expenses ***	2,905	-	2,905	787
Total	10,432	934	11,366	9,199
Total expenditure	34,959	3,120	38,079	33,583

** Subscriptions were paid for memberships including the Museums Association, Oxfordshire Museums Council and Association of Independent Museums.

*** Expenditure of £2,875 related to an external consultancy service to propose a development plan for the Museum.

6. Stocks

Stocks represents finished goods held for sale in the shop within the Museum and online.

7. Debtors

	2024 £	2023 £
Trade debtors	253	35
Owed by a supplier	336	-
	589	35

8. Creditors – amounts falling due within one year

	2024 £	2023 £
Trade creditors	387	690
Prepaid 100 Club membership	-	495
Prepaid talks tickets	128	99
Other creditors	672	1,228
Accruals	711	-
	1,898	2,512

9. Trust's funds

Details of funds held and movements during the CURRENT reporting period:

Fund name	Balance brought forward	Income	Expenditure	Transfers	Balance carried forward
	£	£	£	£	£
Unrestricted					
General fund	44,748	25,272	(34,959)	18,739	53,800
Designated					
100 Club	-	-	-	-	-
RH&L grant	4,040	-	-	(4,040)	-
Capital projects	15,000	-	-	(15,000)	-
Total	63,788	25,272	(34,957)	(301)	53,800
Restricted					
Handling objects	153	-	(170)	17	-
Rycotewood pictures	212	-	-	(212)	-
Last Stop Thame case	-	5,000	(2,016)	16	3,000
Tablets	-	454	(934)	480	-
Total	365	5,454	(3,120)	301	3,000
Total funds	64,153	30,726	(38,079)	-	56,800

Funds are held under two headings:

- (1) Unrestricted funds, including designated funds, can be used in accordance with the Trust's charitable objectives at the discretion of the Trustees.
- (2) Restricted funds can only be used for particular purposes within the objects of the Trust. Restrictions arise when donations or grants are made for a particular purpose or project and restrictions are applied by the grant maker or donor.

Please note that the restricted grant of £3,000 from South Oxfordshire District Council for the Last Stop Thame case was repurposed to Active Thame, the museum's summer sports exhibition and events programme, after year end.

Details of funds held and movements during the PREVIOUS reporting period:

Fund name	Balance brought forward	Income	Expenditure	Transfers	Balance carried forward
	£	£	£	£	£
Unrestricted					
General fund	35,293	40,630	(32,346)	1,171	44,748
Designated					
100 Club	-	893	-	(893)	-
RH&L grant	4,040	-	-	-	4,040
Capital projects	15,000	-	-	-	15,000
Total	54,333	41,523	(32,346)	278	63,788
Restricted					
Handling objects	153	-	-	-	153
Rycotewood pictures	212	-	-	-	212
Audience Research Project	105	410	(237)	(278)	-
Technology upgrade	-	1,000	(1,000)	-	-
Total	470	1,410	(1,237)	(278)	365
Total funds	54,803	42,933	(33,583)	-	64,153

10. Transactions with Trustees and related parties

10.1. Trustees' expenses

Type of expense reimbursed	2024	2023
	£	£
Building maintenance	54	279
Collections, exhibitions and advertising	206	418
Stationery, postage, training, subsistence and IT consumables	746	748
Volunteer events	290	-
	1,296	1,445

6 trustees were reimbursed during 2024 (6 in 2023).

10.2. Transactions with related parties

There have been no material transactions with related parties in the reporting period other than expenses reimbursed to Trustees as reported above.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THAME MUSEUM TRUST
(CHARITABLE INCORPORATED ORGANISATION NO. 1174795) HELD ON 22 JULY
2023 AT 10.30AM**

AGM (at Thame Museum and via Crowdcast)		Date: 22 July 2023 (10:30)
Chairman:	The meeting was chaired by Mr Adrian Dite.	
Members present:	The number of members present was 29 in total (27 present at Thame Museum and 2 via Crowdcast) which was above the quorum of the Museum membership (currently 171) required to hold the meeting.	
Apologies:	Apologies were received from 7 members.	
Item	Discussion	
1. 2022 AGM Minutes Review	The Chairman welcomed the Members present at the meeting. There were no matters arising from the review of the AGM minutes from the previous year and these were approved by the Members present.	
2. Trustees Annual Report for 2022/23 Review	<p>The annual report had been issued in advance in draft form to all Members for pre-reading.</p> <p>The Chairman thanked the Volunteers for all their continued excellent work and support for the Museum throughout the year.</p> <p>He presented a slide summarising the key points from the report, including</p> <ul style="list-style-type: none"> - the Museum continues to become more community orientated - there was extreme gratitude for Dwina Gibb becoming a patron - the Midsomer Murders exhibition and trail were very successful financially for the Museum - the Museum was very involved in the Peculiar Pot Trail, and it ending at the Museum was not a coincidence - numerous activities with schools, including planned visits and holiday activities - 'Our Town, Our Story' play at Thame Players was a great success - phenomenal activity in the shop, generating significant revenues - the effort and time put in by Volunteers to the temporary exhibitions, including those for Robin Gibb and the Midsomer Murders - the generation of post-exhibition booklets <p>Alexandra Perry (Treasurer) provided an overview of the financials for the year. She explained that the Museum had benefitted from the government's covid grant scheme in prior years, and the Trustees had taken the decision to invest some of those monies during the year in expanding activities and supporting ambitious plans.</p> <p>The Museum began the year with nearly £55k in reserves, up from £44k the previous year, and after income of £43k and expenditure of £34k, finished at the end of March 2023 with over £64k in reserves.</p>	

	<p>£25k of the income came from shop sales, which is unprecedented and largely due to the success of our Robin Gibb exhibition merchandise, sold both locally and globally online. £14k was from donations, some of which were extremely generous. The remaining £4k was driven by trust membership and activities including the very successful talks programme.</p> <p>This year, almost half of the £34k expenditure went on raising funds (£16k), with £8k spent maintaining the building. £10k of the amount within raising funds was spent buying stock and running the shop, whilst almost £5k was invested in our many successful exhibitions. The office expenses were higher than normal as livestreaming capability was brought in-house, and some old computers were replaced.</p> <p>The Treasurer remarked that the Museum is in a strong position to further fund future plans.</p> <p>She ended her summary by thanking all the Volunteers who support the fantastic work being done by the Museum.</p> <p>The Annual Report and Accounts were approved by the members by a show of hands.</p>
<p>3. Election of Trustees</p>	<p>David McBrien (Secretary) chaired this item on the agenda.</p> <p>In accordance with the constitution, the Trustees standing down this year were Mike Dyer, Lin Wylie and David Laver.</p> <p>David Laver has advised that he will not be seeking re-election. On behalf of the Trust the Chairman thanked David Laver for all his excellent work and support over the years, both as a Trustee and a Volunteer.</p> <p>Both Lin Wylie and Mike Dyer are seeking re-election at the AGM.</p> <p>In total three nominations to stand as an elected Trustee have been received: Lin Wylie (proposed by Pat Ruxton and seconded by J R Dunkley), Mike Dyer (proposed by Allan Hickman and seconded by David Bretherton) and Lindsey Weimers (proposed by Phil Williams and seconded by Pat Ruxton).</p> <p>As these three nominations were fewer than the 4 elected Trustee vacancies there was no need for a vote. Mike Dyer, Lin Wylie and Lindsey Weimers are therefore elected to serve as Trustees for 3 years.</p> <p>As there is still one elected Trustee vacancy, approval was received from the members present for co-opting a Trustee during the coming year. If successful then there would be an opportunity to formalise the election at the next AGM. Following a question from Gill Read the Secretary explained that there has been interest from a number local people to become Trustees at the Museum. However, as they are currently not members their applications could not be formalised in time for the AGM and so the Trustees will review these particular applications over the coming months.</p> <p>The Trust has received the following nominations from the Thame Historical Society: Mr Maurice Kirtland and Mr Paul Earley.</p> <p>The Trust has received the nomination of Mr Paul Cowell from Thame Town Council and awaits the second nomination from Thame Town Council in due course.</p>

<p>4. Membership Fees for 2024/25</p>	<p>The Chairman stated that the proposal was to keep the annual membership fee at £12.50. The proposal was approved by Members at the meeting. He also explained that the Museum needs to continue to look at ways to increase the numbers of Members.</p>
<p>5. Appointment of Accounts Independent Examiner</p>	<p>The Chairman thanked Mrs Ann Green on behalf of the Museum for the very professional work that she provided as independent examiner of the accounts. The proposal that Mrs Ann Green do the same task again for the next year was approved by the Members at the meeting.</p>
<p>6. Closing of AGM</p>	<p>The Chairman formally closed the AGM at 10:50am, thanking Members for their continued support for the Museum. Ann Midwinter stated that it was pleasing that the Museum has helped put Thame on the map, including internationally, and thanked the Volunteers for all their efforts in making this happen.</p>

DECLARATION

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Signature(s): _____

Full name(s): _____

Position: _____

Date: _____

THE THAME MUSEUM TRUST

England & Wales - Charity number 1174795

Accounts

THAME MUSEUM TRUST



TRUSTEES ANNUAL REPORT

AND

STATEMENT OF ACCOUNTS

For year ending 31 March 2023

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity Commission Registered Charity 1174795

An Arts Council Accredited Museum

Museum Address

79 High Street, Thame OX9 3AE

Trustees

Mr Adrian Dite Chair of Trustees

Mrs Alexandra Perry Treasurer

Mr Michael L Dyer

Mrs Linda Emery

Mr David A Laver

Mrs Helen Johns

Mr Philip Williams

Mrs Lin Wylie

Town Council Nominees

Councillor Paul Cowell

Thame Historical Society Nominees

Mr Maurice Kirtland

Mr Paul Earley

Secretary

Mr David McBrien

Accounts Independent Examiner

Mrs Ann Green, 32 Holliers Close, Thame OX9 2EN

Bankers

Barclays Bank PLC, 1 Churchill Place, London E14 5HP

Insurers

Aviva Insurance Ltd, Pitheavlis, Perth PH2 0NH

ANNUAL REPORT OF THE TRUSTEES AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2023

The Trustees present their report with the financial statements of the charity for the year ending 31 March 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2015.

CHAIR OF TRUSTEES REPORT

The Museum has had one of its best years ever. Two exceedingly successful exhibitions, "Tribute to Robin Gibb" and "25th Anniversary of Midsomer Murders TV Programme", have seen record numbers of visitors with a direct positive impact on our finances. None of this would have been possible without the dedication of the teams of volunteers either front of house, opening up and greeting our visitors, or the working groups pulling the exhibitions together, and indeed those running the daily life of the Museum. A sincere and heart felt Thank You to you everyone. As you are all aware, everything that happens, happens because a volunteer makes it happen.

As a totally volunteer run and led organisation (we had 62 volunteers as at 31 March 2023) we are always looking to recruit more volunteers to ensure the future of the Museum.

Apart from the temporary exhibitions already mentioned, the Museum had great success with the Thame Mill Laundry and Thame Park exhibitions and due to the level of research done by the teams we were able to produce accompanying booklets.

The Museum continues work with the community of Thame, with the Queen's Jubilee exhibition being the first joint work with U3A, which has now become a regular arrangement. We continue to work with the local schools, hosting visits from Lord Williams School year 7, John Hampden, St Joseph's and Barley Hill primary schools, and also accommodating the Lord Williams School Print exhibition. To add to the school work, we were also very pleased to be able to show some of Peregrine Heathcote's paintings in the Main Gallery.

In terms of the wider community, we have supported the Thame History Fair and the production "Our Town, Our Story", a play about the history of Thame. We have been able to run many children's activities including Arts Award accreditation programmes.

Apart from our eclectic and successful monthly talks programme, available face-to-face and online, we co-hosted with Thame Arts & Literary Festival larger talks events at the Thame Players Theatre, which have seen sell-out audiences.

We were also pleased to host a visit from MyVision Oxford, a local partially-sighted group, and further visits are planned.

We are very happy to continue our partnership with the "Midsomer Murders Tours" programme, which brings both people and funds into the Museum. We are also very pleased to be working with some of the local businesses who offer us support in various ways.

The Museum has collaborated with Thame Town Council on the Peculiar Pot trail in Thame. This is a story trail that weaves elements of Thame's history into a magical and intriguing tale of adventure set in three locations, in three very different times that are connected to

Thame's heritage and history as well as to its future. The goals of this trail include enhancing the interest in local history, especially for children, and highlighting the existence of the Museum within the town.

We are very pleased with the ongoing relationship with a local estate agent (Martin & Co) who have been offering support in terms of loaning specialist equipment when required and sponsorship throughout the year, and we thank them for their continued support.

All these activities help us to tell "The Story of Thame", giving a sense of place and bringing the town's history to life. The Museum wants to be seen as a welcoming, family friendly environment, relevant to residents today.

Work continues to develop our 2024 Forward Plan together with requirements to renew our accreditation. Following on from our audience research project last year, we have some key development activities such as a visitor learning plan, a new marketing strategy and an approach as to how best to showcase the archaeological discoveries from the site off Oxford Road. We have been helped throughout by Emily Toettcher acting as our mentor, and support from Sarah Menary from South East Museum Development.; we are very grateful to have this professional guidance.

I am pleased to say that Dwina Gibb has agreed to be a patron of the Museum following her tremendous support throughout the year and we look forward to continuing that relationship.

I end this review of the year with a massive thank you to the Members of the Trust who have continued their membership, and support of the 100 Club, which underpins the running costs of the Museum.

The Trustees are confident of the Museum's future, both in its own right and as a part of the wider Thame community, and I am extremely proud to be part of it.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was established by constitution signed on 06 February 2004 as a Charitable Unincorporated Association and is governed under its Constitution that delineates the objects and powers of the Charitable Trust. The Charitable Trust was registered with the Charity Commission number 1125432. It has now been dissolved and was removed from the Charity Commission register in July 2019.

On 22 September 2017 a Charitable Incorporated Organisation (CIO) was registered with the Charity Commission number 1174795 in the name of Thame Museum Trust. The Objects and Aims of the CIO are identical with the Objects and Aims of the previous charity. The CIO took overall responsibility for the Trust from 01 April 2018.

The financial statements are prepared in accordance with the Trust's constitution and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102).

Reserves Policy and Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees reviewed its financial controls on 17 April 2023.

The Trustees have approved holding reserves which equate roughly to 1.5 years overheads, being £15,000, to guard against unexpected costs.

The Trust leases a building for the purposes of running the Museum. This is held on a 25-year lease from Thame Town Council at the rate of £1 per annum.

The Trust does not have access to any overdraft or loan facility.

Arts Council Accreditation

In 2007 the Trustees were pleased to announce that the Museum was the first museum of its style to directly achieve the Accreditation Standard set for Museums. The Museum's Arts Council accreditation was renewed in 2013 and again in 2017; a reapplication for accreditation will be made in 2025, or earlier should the Arts Council's processes allow.

Operations Group

The day to day running of the Museum has been delegated by the Trustees to an Operations Group which is constituted as:

- Chair, Secretary and Treasurer;
- Members representing the functions of the Museum:
 - Access Team (subsequently known as the Activities Team), incorporating activities relating to Exhibitions and Events, Children and Families, and Publicity and Marketing
 - Collections Team
 - Enabling Team, incorporating support for Volunteers, Finance, IT and the Building

This Operations Group and its supporting structure facilitates the natural collaborative style of team working within the Museum. The make-up of the Operations Group changes based on the needs of the Museum and the group itself.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The principal object of the Trust is:

To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

In planning our activities, we have kept in mind the Charity Commission's guidance on public benefit.

The primary public benefits to the community are:

- Operation of a local history Museum which collects and conserves artefacts relating to life in the Thame area in accordance with the Collections Policy;
- Providing a facility for members of the public to carry out local history research;
- Holding regular public talks with a historical theme and temporary exhibitions and displays on historical and artistic themes; and
- Collaborative working with local children's groups, local businesses and schools to improve access to the Museum and its collections and enhance its operations.

VISITOR ATTENDANCE FIGURES

Visitor attendance for the past five years is:

Year	2022/23	2021/22	2020/21	2019 /20	2018/19
Total visitors	6,782	2,530	492	3,900	3,860
Days open	178	*104	*28	163	177
Average visitors per open day	38	24	18	24	22

* During the year we opened when it was legal to do so within relevant covid regulations, and when there were sufficient Volunteers available to ensure public safety. We were pleased to note that the average visitor numbers were largely maintained during this unprecedented period.

TRUSTEES

As requested at the 2018 AGM, members asked for the Annual Report to include the length served by each Trustee.

AGM	Sep-20			Jun-21			Jun-22			Jun-23		
Trustee	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years
Paul Cowell (Thame Town Council)			1			2			3			4
Adrian Dite			3	√	√	0			1			2
Michael Dyer	√	√	0			1			2	√		3
Paul Earley (Historical Society)					√	0			1			2
Linda Emery			3	√	√	0			1			2
Maurice Kirtland (Historical Society)			3			4			5			6
David Laver			1			2			3	√		
Helen Johns								√	0			1
Ann Midwinter			2			3	√		0			
Alexandra Perry		√	0			1			2			3
Philip Williams			3	√	√	0			1			2
Lin Wylie			1			2			3	√		

In accordance with the constitution, one third of elected Trustees are required to stand down on a longest served basis, but they shall be eligible for re-election at the AGM. At this time, David Laver, Lin Wylie and Michael Dyer are retiring. Lin Wylie and Michael Dyer will be seeking re-election at the AGM. David Laver will not be seeking re-election.

ON BEHALF OF THE BOARD OF TRUSTEES

Adrian Dite

Mr A Dite, Chair of Trustees Dated: 14 June 2023

FINANCIAL REVIEW

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023

The Trustees acknowledge their responsibility for preparation of financial statements and consider that under Section 144(2) of the Charities Act 2011 (the 2011 Act) a formal audit is not required and that an independent examination is required for the year ending 31 March 2023.

The financial statements were examined and approved by the Board of Trustees on 14 June 2023 and signed on behalf of the Trustees by: Adrian Dite

INDEPENDENT ACCOUNTS EXAMINER'S REPORT TO THE TRUSTEES OF THAME MUSEUM TRUST

I report to the Trustees on my examination of the accounts of the Thame Museum Trust (the Trust) for the year ending 31 March 2023.

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Ann Green (original on file)

Name: Mrs Ann Green

Relevant professional qualification or membership of professional bodies: ACA

Address: 32 Holliers Close, Thame OX9 2EN

Date 03 May 2023

**ANNUAL ACCOUNTS
FOR THE YEAR ENDING 31 MARCH 2023
THAME MUSEUM TRUST
CHARITY NO: 1174795
STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Incoming resources	3				
Donations		13,060	1,140	14,200	3,909
Grants	4	-	270	270	18,430
Fundraising		25,090	-	25,090	5,306
Membership		1,979	-	1,979	2,595
Talks, room hire & other income		1,394	-	1,394	379
Total		41,523	1,410	42,933	30,619
Resources expended	5				
Raising funds		16,451	-	16,451	5,941
Building expenses		7,933	-	7,933	8,646
Office expenses		7,962	1,237	9,199	4,905
Total		32,346	1,237	33,583	19,492
Net income / (expenditure)		9,177	173	9,350	11,127
Transfers between funds		278	(278)	-	-
Net movement in funds		9,455	(105)	9,350	11,127
Reconciliation of funds					
Total funds brought forward		54,333	470	54,803	43,676
Total funds carried forward		63,788	365	64,153	54,803

BALANCE SHEET

		Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Notes					
Current assets					
Stocks	6	3,127	-	3,127	2,247
Debtors	7	35	-	35	413
Cash at bank and in hand		63,138	365	63,503	55,242
Total current assets		66,300	365	66,665	57,902
Creditors: amounts falling due within one year	8	(2,512)	-	(2,512)	(3,099)
Total net assets		63,788	365	64,153	54,803
Funds					
Restricted income funds		-	365	365	470
Unrestricted funds		63,788	-	63,788	54,333
Total funds	9	63,788	365	64,153	54,803

NOTES TO THE ACCOUNTS

1. Basis of preparation

1.1. Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2. Going concern

The accounts have been prepared on a going concern basis. The Trust has received non-repayable grants during the 2020 and 2021 which would cover almost three times the average annual running cost of the museum.

2. Accounting policies

2.1. Income

Recognition of income: income is included in the SoFA when the Trust becomes entitled to the resources, it is more likely than not that the Trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Offsetting: there has been no offsetting of assets and liabilities, or income and expenditure, unless required or permitted by the FRS 102 SORP.

Grants and donations: are only included in the SoFA when the general income recognition criteria are met.

Tax reclaims on donations: Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2. Expenditure and liabilities

Liability recognition: Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Trust to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Creditors: The Trust has creditors which are measured at settlement amounts less any trade discounts.

Stocks: Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Debtors: Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Trust. Subsequently, they are measured at the cash or other consideration expected to be received.

3. Analysis of incoming resources

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Donations				
Donations	12,693	1,140	13,833	3,735
Gift Aid	367	-	367	174
Total	13,060	1,140	14,200	3,909
Grants				
Retail, Hospitality & Leisure Scheme	-	-	-	16,000
South East Museums Development Office	-	270	270	2,430
Total	-	270	270	18,430
Fundraising				
Events and projects	4,342	-	4,342	1,539
100 Club	795	-	795	1,020
Shop sales	19,953	-	19,953	2,747
Total	25,090	-	25,090	5,306
Membership				
Subscriptions	1,560	-	1,560	2,298
Gift Aid	419	-	419	297
Total	1,979	-	1,979	2,595
Talks, room hire & other income				
Talks *	498	-	498	223
Room hire	-	-	-	40
School visits & Arts Award	755	-	755	-
Other income	141	-	141	116
Total	1,394	-	1,394	379
Total income	41,523	1,410	42,933	30,619

* Talks income is net of subscriptions to the online shop provider through which tickets are sold, and the subscription to the live-stream platform provider.

4. Analysis of receipts of government grants

£270 was received from South East Museum's Development Office for the purpose of audience research.

5. Analysis of resources expended

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Raising Funds				
Events and projects	524	-	524	531
Shop purchases	10,096	-	10,096	1,703
Collections management	5,141	-	5,141	1,673
Advertising and website	439	-	439	1,517
Other expenses	251	-	251	535
Total	16,451	-	16,451	5,941
Building expenses				
Utilities	3,867	-	3,867	4,607
Maintenance contracts	1,472	-	1,472	1,284
Repairs and renewals	1,450	-	1,450	1,820
Cleaning	673	-	673	496
Insurance	471	-	471	439
Total	7,933	-	7,933	8,646
Office expenses				
Stationery and postage	246	-	246	220
Printing	1,335	-	1,335	434
Subscriptions **	292	-	292	332
Training	101	-	101	293
Computers and software	5,438	1,000	6,438	1,034
Other expenses ***	550	237	787	2,592
Total	7,962	1,237	9,199	4,905
Total expenditure	32,346	1,237	33,583	19,492

** Subscriptions were paid for memberships including the Museums Association, Oxfordshire Museums Council and Association of Independent Museums.

*** Expenditure of £237 related to an audience research project, as funded by

South East Museums Development Office.

6. Stocks

Stocks represents finished goods held for sale in the shop within the Museum and online.

7. Debtors

	2023	2022
	£	£
Trade debtors	35	25
Prepayments	-	388
	<u>35</u>	<u>413</u>

8. Creditors – amounts falling due within one year

	2023	2022
	£	£
Trade creditors	690	308
Prepaid 100 Club membership	495	480
Prepaid talks tickets	99	110
Other creditors	1,228	2,201
	<u>2,512</u>	<u>3,099</u>

9. Trust's funds

Details of funds held and movements during the CURRENT reporting period:

Fund name	Balance brought forward £	Income £	Expenditure £	Transfers £	Balance carried forward £
Unrestricted					
General fund	35,293	40,630	(32,346)	1,171	44,748
Designated					
100 Club	-	893	-	(893)	-
RH&L grant	4,040	-	-	-	4,040
Capital projects	15,000	-	-	-	15,000
Total	54,333	41,523	(32,346)	278	63,788
Restricted					
Handling objects	153	-	-	-	153
Rycotewood pictures	209	-	-	-	209
Audience Research Project	108	410	(237)	(278)	-
Technology upgrade	-	1,000	(1,000)	-	-
Total	470	1,410	(1,237)	(278)	365
Total funds	54,803	-	-	-	64,153

Details of funds held and movements during the PREVIOUS reporting period:

Fund name	Balance brought forward £	Income £	Expenditure £	Transfers £	Balance carried forward £
Unrestricted					
General fund	23,137	26,837	(15,286)	605	35,293
Designated					
100 Club	-	1,352	-	(1,352)	-
RH&L grant	4,040	-	-	-	4,040
Accounting software	582	-	(828)	246	-
Capital projects	15,000	-	-	-	15,000
Total	42,759	28,189	(16,114)	(501)	54,333
Restricted					
Publications	255	-	(270)	15	-
Handling objects	153	-	-	-	153
Children's facilities	-	-	-	-	-
Rycotewood pictures	209	-	-	-	209
Audience Research Project	-	2,430	(2,322)	-	108
Chairman's chairs	300	-	(786)	486	-
Total	917	2,430	(3,378)	501	470
Total funds	43,676	30,619	(19,492)	-	54,803

Funds are held under two headings:

- (1) Unrestricted funds, including designated funds, can be used in accordance with the Trust's charitable objectives at the discretion of the Trustees.
- (2) Restricted funds can only be used for particular purposes within the objects of the Trust. Restrictions arise when donations or grants are made for a particular purpose or project and restrictions are applied by the grant maker or donor.

10. Transactions with Trustees and related parties

10.1. Trustees' expenses

Type of expense reimbursed	2023 £	2022 £
Building maintenance	279	1,109
Collections, exhibitions and advertising	418	323
Stationery, postage, training and IT consumables	748	648
Volunteer events	-	254
	<u>1,445</u>	<u>2,334</u>

6 trustees were reimbursed during 2023 (5 in 2022).

10.2. Transactions with related parties

There have been no material transactions with related parties in the reporting period other than expenses reimbursed to Trustees as reported above.

MINUTES OF THE ANNUAL GENERAL MEETING OF THAME MUSEUM TRUST
(CHARITABLE INCORPORATED ORGANISATION NO. 1174795) HELD ON 25 JUNE
2022 AT 10.30AM

AGM (in person at Thame Town Hall and via Zoom)	Date: 25 June 2022 (10:30)
Chairman:	The meeting was chaired by Mr Adrian Dite.
Members present:	The number of members present was 26 in total (22 at Thame Town Hall and 4 via Zoom) which was above the quorum of the Museum membership (currently 153) required to hold the meeting.
Apologies:	Apologies were received from 16 members.
Item	Discussion
1. 2021 AGM Minutes Review	There were no matters arising from the review of the AGM minutes from the previous year and these were approved by the members present.
2. Trustees Annual Report for 2021/22 Review	<p>The annual report was issued in advance in draft form to all members for pre-reading.</p> <p>The Chairman summarised the key points from the report, thanking the Volunteers for all their continued excellent work and support for the Museum. The number of Volunteers has increased slightly year on year and that has enabled the Museum to be open for more days in the week. There are currently 153 members, and the Chairman took the opportunity to highlight the benefits of the 100 Club.</p> <p>The Chairman explained that we came out of the pandemic with two great exhibitions, namely Two Birds and Thame Park. The Museum also supported the Thame Art Crawl.</p> <p>The online shop is doing well and creating quite a bit of revenue. The Chairman passed on his personal thanks to Nickie and the team.</p> <p>Two leaks in the building were fixed during the year and now it needs to be considered how to fix the water damage internally.</p> <p>The Chairman explained that the Museum team is progressing what is required to renew accreditation in the next year.</p> <p>There is ongoing work to continually improve the IT systems, including plans to replace a number of the aging PCs.</p> <p>The Chairman passed on his thanks on behalf of the Museum team to Emily Toettcher for her excellent work and support during the year in her role as the Museum's mentor.</p> <p>The Museum undertook an Audience Research Project with a very useful report now being available. Paul Earley asked if the report would be made available to members - Action: Adrian Dite</p>

	<p>Around £1,000 was received through the partnership with Midsomer Murder Tours in the town.</p> <p>The local estate agent Martin & Co provided contributions of effectively £2,000, and the Chairman noted that it is great to be working with local businesses.</p> <p>In the absence of Alex Perry (Treasurer), the Chairman overviewed the finances for the past year.</p> <p>The Museum began the year with nearly £44k in reserves and after income of £31k and expenditure of £19k, finished at the end of March 2022 with almost £55k in reserves. £18k of the income came from grants: £16k from the government's covid support scheme and the remainder from the South East Museums Development Programme in support of the Audience Research Project.</p> <p>Donations were more than double the previous year and membership was also up.</p> <p>Almost half of the £19k expenditure went on maintaining the building. There was a more than doubling of spend on activities and raising funds, and the remaining general costs were bumped up by the spend on the Audience Research Project, covered by the grant received.</p> <p>It was the government grants received which enabled the Museum team to increase its activities and events without eating into the reserves.</p> <p>Alex Perry passed on her thanks to all the volunteers who support what is done at the museum.</p> <p>David Laver proposed the acceptance of the finance report, seconded by Linda Emery, and approved unanimously by the members present.</p>
<p>3. Election of Trustees</p>	<p>David McBrien (Secretary) chaired this item on the agenda.</p> <p>In accordance with the constitution, the only Trustee standing down this year is Ann Midwinter.</p> <p>Ann Midwinter has advised that she will not be seeking re-election. On behalf of the Trust Adrian Dite thanked Ann Midwinter for all her work and support over the years as a Trustee.</p> <p>One nomination to stand as an elected Trustee has been received: Helen Johns (proposed by Pat Ruxton and seconded by Nickie Bailey).</p> <p>As this one nomination was fewer than the 2 elected Trustee vacancies there was no need for a vote. Helen Johns is therefore elected to serve as a Trustee for 3 years.</p> <p>As there is still one elected Trustee vacancy, approval was received from the members present for co-opting a Trustee during the</p>

	<p>coming year. If successful then there would be an opportunity to formalise the election at the next AGM.</p> <p>The Trust has received the following nominations from the Thame Historical Society: Mr Maurice Kirtland and Mr Paul Earley.</p> <p>The Trust has received the nomination of Mr Paul Cowell from Thame Town Council and awaits the second nomination from Thame Town Council in due course.</p>
4. Membership Fees for 2022/23	<p>The Chairman explained that it had been a difficult year and that the Trust wanted to ensure that members were getting good value for money, and continue to offer more membership benefits in the future. The current annual membership fee is £12.50.</p> <p>The proposal was to keep the membership fees as-is and review again for future years. This was proposed by Paul Cowell and seconded by Lin Wylie. The proposal was agreed unanimously at the meeting.</p> <p>The Chairman thanked Gill Read and Alex Perry for their support in administering the membership scheme and logistics.</p>
5. Appointment of Accounts Independent Examiner	<p>The Chairman thanked Mrs Ann Green on behalf of the Museum for the very professional work that she provided as independent examiner of the accounts. David Laver proposed that Mrs Ann Green do the same task again for the next year. This proposal was seconded by Linda Emery. The proposal was agreed unanimously at the meeting.</p>
6. Closing of AGM	<p>The AGM was formally closed at 11:10am, prior to a members' forum where members discussed other matters outside the remit of the AGM.</p>

David McBrien
01 July 2022

DECLARATION

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Signature(s) 

Full name(s) Adrian Ditt

Position: Chairman

Date: 22/02/23

THE THAME MUSEUM TRUST

England & Wales - Charity number 1174795

Accounts

THAME MUSEUM TRUST



TRUSTEES ANNUAL REPORT

AND

STATEMENT OF ACCOUNTS

For year ending 31 March 2022

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity Commission Registered Charity 1174795

An Arts Council Accredited Museum

Museum Address

79 High Street, Thame OX9 3AE

Trustees

Mr Adrian Dite Chair of Trustees

Mrs Alexandra Perry Treasurer

Mr Michael L Dyer

Mrs Linda Emery

Mr David A Laver

Mrs Ann Midwinter

Mr Philip Williams

Mrs Lin Wylie

Town Council Nominees

Councillor Paul Cowell

Thame Historical Society Nominees

Mr Maurice Kirtland

Mr Paul Earley

Secretary

Mr David McBrien

Accounts Independent Examiner

Mrs Ann Green, 32 Holliers Close, Thame OX9 2EN

Bankers

Barclays Bank PLC, 1 Churchill Place, London E14 5HP

Insurers

Aviva Insurance Ltd, Pitheavlis, Perth PH2 0NH

ANNUAL REPORT OF THE TRUSTEES AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2022

The Trustees present their report with the financial statements of the charity for the year ending 31 March 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2015.

CHAIR OF TRUSTEES REPORT

This year has seen the Museum recovering from the pandemic measures that affected everyone and, like so many areas of life, the Museum suffered loss of revenues from activities and donations from visitors, while the costs of maintaining the Museum continued. I would like to thank the Members of the Trust who have continued their membership, and others who have supported the 100 Club, as the contributions from these underpin the running costs of the Museum. We are also very grateful to Thame Town Council and South Oxfordshire District Council for their continued support and the Government grant scheme that has kept the Museum afloat and helped to secure our future.

I am constantly reminded that everything that happens, happens because a Volunteer makes it happen. We are a totally Volunteer-run organisation and many individuals are very generous with their time. So, a big thank you to all the Volunteers, whether front of house or a member of a working group.

As we emerged from the pandemic, we reopened for just 2 days a week. However, before Christmas we managed to open for 3 days. We are always reviewing the situation and will strive to open for more days.

The Museum has been rebuilding its presence in the community with a full program of talks online, and the return of our temporary exhibitions which have been a great hit. Both the major exhibitions, "Two Birds", featuring 'The Spread Eagle' hotel and 'The Bird Cage' pub, and the history of 'Thame Park', have attracted high numbers of visitors.

Other activities included support of the Thame Art Crawl, and a related event which used the Museum as a gallery for all the artists following the event, both of which proved very popular.

An online shop facility has been set up and this has allowed the Museum to continue to generate revenues, even during closure. The marketing team has enhanced the use of social media platforms and also initiated a website upgrade.

Unfortunately, we had a major issue with rain water ingress during the summer. The main problem has been resolved with a temporary repair and other issues, including a full fix, are in progress. Repairs are being carried out by the Council who own the building.

Behind the scenes we have started the work required to renew our Accreditation in 2022, streamlining the processes and procedures used to run the organisation, reviewing our strategic direction document, developing our key aims and drafting the project activity required to deliver those aims. The Museum continues to look at the way we work, moving

more and more to a collaborative style of working, and improving the IT infrastructure to increase our productivity.

Whatever changes are made, what is certain, is that our mission to tell the story of Thame remains unchanged.

We have been helped throughout by Emily Toettcher acting as our Accreditation Mentor. Emily is the Curator at Amersham Museum, and we are very pleased to have her professional support both to help with general guidance and as an invited member of the Trustee meetings.

During the first quarter of 2022 we completed an Audience Development research project, the aim being “To carry out research in order to understand the needs and desires of potential visitors, and the value of the existing visitor experience, based around the theme of telling the Story of Our Town”, which will lead to an Audience Development policy and plan.

The project was funded by a grant from the South East Museums Development Programme. Museum Consultant Stephen Barker was appointed to the role for the period from November 2021 to March 2022.

We are very happy to continue our partnership with Thame Players and the “Midsomer Murders Tours” programme, which brings both people and funds into the Museum. The team behind the tours plan to put on an exhibition later in the year, which helps us to tell “The Story of Thame”, giving a sense of place and bringing the town’s history to life.

The Museum wants to be seen as a welcoming, family friendly environment, relevant to residents today. The Museum undertook a “Kids in Museums” audit and is in progress of implementing many of the recommendations to improve our families’ experience. Along with this project, the website has been revamped and social media platforms improved.

We are very pleased to be working with a local estate agent (Martin & Co) who have been offering support in terms of loaning specialist equipment when required and sponsorship (including printing requirements) throughout the year.

The Trustees are confident of the Museum’s future both in its own right and as a part of the wider Thame community, and I am extremely proud to be part of the Thame Museum community.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was established by constitution signed on 06 February 2004 as a Charitable Unincorporated Association and is governed under its Constitution that delineates the objects and powers of the Charitable Trust. The Charitable Trust was registered with the Charity Commission number 1125432. It has now been dissolved and was removed from the Charity Commission register in July 2019.

On 22 September 2017 a Charitable Incorporated Organisation (CIO) was registered with the Charity Commission number 1174795 in the name of Thame Museum Trust. The Objects and Aims of the CIO are identical with the Objects and Aims of the previous charity. The CIO took overall responsibility for the Trust from 01 April 2018.

The financial statements are prepared in accordance with the Trust's constitution and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102).

Reserves Policy and Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees reviewed its financial controls on 25 April 2022.

The Trustees have approved holding reserves which equate roughly to 1.5 years overheads, being £15,000, to guard against unexpected costs.

The Trust leases a building for the purposes of running the Museum. This is held on a 25-year lease from Thame Town Council at the rate of £1 per annum.

The Trust does not have access to any overdraft or loan facility.

Arts Council Accreditation

In 2007 the Trustees were pleased to announce that the Museum was the first museum of its style to directly achieve the Accreditation Standard set for Museums. The Museum's Arts Council accreditation was renewed in 2013 and again in 2017; a reapplication for accreditation will be made in 2022.

Operating Group

The day to day running of the Museum has been delegated by the Trustees to an Operating Group (effective 01 April 2021; previously it had been a Management Committee) which is constituted as:

- Chair, Secretary and Treasurer;
- Members representing the functions of the Museum:
 - Access Team, incorporating activities relating to Exhibitions and Events, Children and Families, and Publicity and Marketing
 - Collections Team
 - Enabling Team, incorporating support for Volunteers, Finance, IT and the Building

This Operations Group and its supporting structure facilitates the natural collaborative style of team working within the Museum.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The principal object of the Trust is:

To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

In planning our activities, we have kept in mind the Charity Commission's guidance on public benefit.

The primary public benefits to the community are:

- Operation of a local history Museum which collects and conserves artefacts relating to life in the Thame area in accordance with the Collections Policy;
- Providing a facility for members of the public to carry out local history research;
- Holding regular public talks with a historical theme and temporary exhibitions and displays on historical and artistic themes; and
- Collaborative working with local children's groups, local businesses and schools to improve access to the Museum and its collections and enhance its operations.

VISITOR ATTENDANCE FIGURES

Visitor attendance for the past five years is:

Year	2021/22	2020/21	2019 /20	2018/19	2017/18
Total visitors	2,530	492	3,900	3,860	3,408
Days open	*104	*28	163	177	176
Average visitors per open day	24	18	24	22	19

* During the year we opened when it was legal to do so, and when there were sufficient Volunteers available to ensure public safety. We were pleased to note that the average visitor numbers were largely maintained during this unprecedented period.

TRUSTEES

As requested at the 2018 AGM, members asked for the Annual Report to include the length served by each Trustee.

AGM	Jun-19			Sep-20			Jun-21			Jun-22		
	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years
Trustee												
Adrian Dite			2			3	√	√	0			1
Michael L Dyer			2	√	√	3			1			2
David A Laver	√	√	2			1			2			3
Ann Midwinter			1			2			3	√		0
Alexandra Perry			-		√	0			1			2
Phil Williams			2			3	√	√	0			1
Lin Wylie		√	0			1			2			3
Linda Emery							√ ¹	√	0			1

As per the Trust's Constitution all Trustees elected shall retire from office with effect from the conclusion of the annual general meeting 3 years next after the date on which they came to office but they shall be eligible for re-election at that general meeting. At this time, Ann Midwinter is retiring.

¹ In September 2021 Linda Emery stood down as one of the Trustee nominations for Thame Town Council in order to become an elected Trustee for the Museum.

ON BEHALF OF THE BOARD OF TRUSTEES

Adrian Dite

Mr A Dite, Chair of Trustees Dated: 25 June 2022

FINANCIAL REVIEW

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022

The Trustees acknowledge their responsibility for preparation of financial statements and consider that under Section 144(2) of the Charities Act 2011 (the 2011 Act) a formal audit is not required and that an independent examination is required for the year ending 31 March 2022.

The financial statements were examined and approved by the Board of Trustees on 25 June 2022 and signed on behalf of the Trustees by: Adrian Dite

INDEPENDENT ACCOUNTS EXAMINER'S REPORT TO THE TRUSTEES OF THAME MUSEUM TRUST

I report to the Trustees on my examination of the accounts of the Thame Museum Trust (the Trust) for the year ending 31 March 2022.

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Ann Green (original on file)

Name: Mrs Ann Green

Relevant professional qualification or membership of professional bodies: ACA

Address: 32 Holliers Close, Thame OX9 2EN

Date: 18 May 2022

ANNUAL ACCOUNTS
FOR THE YEAR ENDING 31 MARCH 2022
THAME MUSEUM TRUST
CHARITY NO: 1174795
STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Incoming resources	3				
Donations		3,909	-	3,909	1,663
Grants	4	16,000	2,430	18,430	40,057
Fundraising		5,306	-	5,306	2,705
Membership		2,595	-	2,595	1,937
Talks, room hire & other income		379	-	379	341
Total		28,189	2,430	30,619	46,703
Resources expended	5				
Raising funds		5,671	270	5,941	2,529
Building expenses		7,860	786	8,646	9,737
Office expenses		2,583	2,322	4,905	2,737
Total		16,114	3,378	19,492	15,003
Net income / (expenditure)		12,075	(948)	11,127	31,700
Transfers between funds		(501)	501	-	-
Net movement in funds		11,574	(447)	11,127	31,700
Reconciliation of funds					
Total funds brought forward		42,759	917	43,676	11,976
Total funds carried forward		54,333	470	54,803	43,676

BALANCE SHEET

		Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Notes					
Current assets					
Stocks	6	2,247	-	2,247	2,417
Debtors	7	413	-	413	726
Cash at bank and in hand		54,772	470	55,242	43,645
Total current assets		57,432	470	57,902	46,788
Creditors: amounts falling due within one year	8	(3,099)	-	(3,099)	(3,112)
Total net assets		54,333	470	54,803	43,676
Funds					
Restricted income funds		-	470	470	2,958
Unrestricted funds		54,333	-	54,333	40,718
Total funds	9	54,333	470	54,803	43,676

NOTES TO THE ACCOUNTS

1. Basis of preparation

1.1. Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2. Going concern

The accounts have been prepared on a going concern basis. The Trust has received non-repayable grants during the year which would cover almost three times the average annual running cost of the museum.

1.3. Restatement of prior year accounts

The comparatives for the year ending 31 March 2021 have been restated to show monies due to third party organisations which were not identified at the time of moving from accounts preparation on a receipts basis to a receivables basis (01 April 2020).

Creditors have been increased by £2,041 and funds decreased by a corresponding amount.

2. Accounting policies

2.1. Income

Recognition of income: income is included in the SoFA when the Trust becomes entitled to the resources, it is more likely than not that the Trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Offsetting: there has been no offsetting of assets and liabilities, or income and expenditure, unless required or permitted by the FRS 102 SORP.

Grants and donations: are only included in the SoFA when the general income recognition criteria are met.

Tax reclaims on donations: Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered

on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2. Expenditure and liabilities

Liability recognition: Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Trust to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Creditors: The Trust has creditors which are measured at settlement amounts less any trade discounts.

Stocks: Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Debtors: Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Trust. Subsequently, they are measured at the cash or other consideration expected to be received.

3. Analysis of incoming resources

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Donations				
Donations	3,735	-	3,735	1,220
Gift Aid	174	-	174	443
Total	3,909	-	3,909	1,663
Grants				
Retail, Hospitality & Leisure Scheme	16,000	-	16,000	39,857
Kids in Museums	-	-	-	200
South East Museums Development Office	-	2,430	2,430	-
Total	16,000	2,430	18,430	40,057
Fundraising				
Events and projects	1,539	-	1,539	-
100 Club	1,020	-	1,020	998
Sale of books	-	-	-	906
Shop sales	2,747	-	2,747	781
Other income	-	-	-	20
Total	5,306	-	5,306	2,705
Membership				
Subscriptions	2,298	-	2,298	1,559
Gift Aid	297	-	297	378
Total	2,595	-	2,595	1,937
Talks, room hire & other income				
Talks *	223	-	223	156
Room hire	40	-	40	180
Other income	116	-	116	5
Total	379	-	379	341
Total income	28,189	2,430	30,619	46,703

* Talks income is net of subscriptions to the online shop provider through which tickets are sold, and the subscription to the live-stream platform provider.

4. Analysis of receipts of government grants

The Trust received £12,000 under the government's Restart Grant Scheme and £4,000 under their Omicron Hospitality & Leisure Scheme during the coronavirus pandemic.

£2,430 was received from South East Museum's Development Office for the purpose of audience research.

5. Analysis of resources expended

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Raising Funds				
Events and projects	513	-	513	-
Shop purchases	1,703	-	1,703	1,427
Collections management	1,673	-	1,673	575
Advertising and website	1,247	270	1,517	458
Other expenses	535	-	535	69
Total	5,671	270	5,941	2,529
Building expenses				
Utilities	4,607	-	4,607	3,321
Maintenance contracts	1,284	-	1,284	1,639
Repairs and renewals	1,034	786	1,820	3,541
Cleaning	496	-	496	797
Insurance	439	-	439	439
Total	7,860	786	8,646	9,737
Office expenses				
Stationery and postage	220	-	220	657
Printing	434	-	434	424
Subscriptions **	332	-	332	543
Training	293	-	293	492
Computers and software	1,034	-	1,034	523
Other expenses ***	270	2,322	2,592	98
Total	2,583	2,322	4,905	2,737
Total expenditure	16,114	3,378	19,492	15,003

** Subscriptions were paid for memberships including the Museums Association, Oxfordshire Museums Council and Association of Independent Museums.

*** Expenditure related to an audience research project, as funded by South East Museums Development Office.

6. Stocks

Stocks represents finished goods held for sale in the shop within the Museum and online.

7. Debtors

	2022 £	2021 £
Trade debtors	25	23
Online shop sales	-	230
Prepayments	388	120
Trade creditors	-	353
	413	726

Trade creditors in 2021 consists of £553 owed by suppliers less £200 owed to suppliers.

8. Creditors – amounts falling due within one year

	2022 £	2021 £
Trade creditors	308	-
Prepaid 100 Club membership	480	840
Prepaid talks tickets	110	231
Other creditors	2,201	2,041
	3,099	3,112

9. Trust's funds

Details of funds held and movements during the CURRENT reporting period:

Fund name	Balance brought forward £	Income £	Expenditure £	Transfers £	Balance carried forward £
Unrestricted					
General fund	23,137	26,837	(15,286)	605	35,293
Designated					
100 Club	-	1,352	-	(1,352)	-
RH&L grant	4,040	-	-	-	4,040
Accounting software	582	-	(828)	246	-
Capital projects	15,000	-	-	-	15,000
Total	42,759	28,189	(16,114)	(501)	54,333
Restricted					
Publications	255	-	(270)	15	-
Handling objects	153	-	-	-	153
Children's facilities	-	-	-	-	-
Rycotewood pictures	209	-	-	-	209
Audience Research Project	-	2,430	(2,322)	-	108
Chairman's chairs	300	-	(786)	486	-
Total	917	2,430	(3,378)	501	470
Total funds	43,676	30,619	(19,492)	-	54,803

Details of funds held and movements during the PREVIOUS reporting period:

Fund name	Balance brought forward	Income	Expenditure	Transfers	Balance carried forward
	£	£	£	£	£
Unrestricted					
General fund	10,424	20,488	(13,833)	6,058	23,137
Designated					
100 Club	(225)	915	-	(690)	-
RH&L grant	-	25,000	-	(20,960)	4,040
Accounting software	-	-	(378)	960	582
Capital projects	1,099	-	-	13,901	15,000
Total	11,298	46,403	(14,211)	(731)	42,759
Restricted					
Publications	255	-	-	-	255
Handling objects	153	-	-	-	153
Children's facilities	12	-	(12)	-	-
Rycotewood pictures	258	-	(49)	-	209
Reception refurbishment	-	-	(731)	731	-
Chairman's chairs	-	300	-	-	300
Total	678	300	(792)	731	917
Total funds	11,976	46,703	(15,003)	-	43,676

Funds are held under two headings:

- (1) Unrestricted funds, including designated funds, can be used in accordance with the Trust's charitable objectives at the discretion of the Trustees.
- (2) Restricted funds can only be used for particular purposes within the objects of the Trust. Restrictions arise when donations or grants are made for a particular purpose or project and restrictions are applied by the grant maker or donor.

10. Transactions with Trustees and related parties

10.1. Trustees' expenses

Type of expense reimbursed	2022 £	2021 £
Building maintenance	1,109	903
Collections, exhibitions and advertising	323	594
Stationery, postage, training and IT consumables	648	1,103
Volunteer events	254	-
Items to ensure a covid-secure environment	-	337
	<u>2,334</u>	<u>2,937</u>

5 trustees were reimbursed during 2022 (7 in 2021).

10.2. Transactions with related parties

There have been no material transactions with related parties in the reporting period other than expenses reimbursed to Trustees as reported above.

**DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THAME MUSEUM TRUST
(CHARITABLE INCORPORATED ORGANISATION NO. 1174795) HELD ONLINE ON 26
JUNE 2021 AT 10.30AM**

AGM (via Zoom)		Date: 26 June 2021 (10:30)
COVID-19 Restrictions:	Due to ongoing government restrictions imposed as a result of the COVID-19 pandemic the AGM was carried out using online remote Zoom meeting.	
Chairman:	The meeting was chaired by Mr Adrian Dite.	
Members present:	The number of members present was 23 which was above the quorum of the museum membership (currently 158) required to hold the meeting.	
Apologies:	Apologies were received from 8 members.	
Item	Discussion	
1. 2020 AGM Minutes Review	There were no matters arising from the review of the AGM minutes from the previous year and these were approved by the members present.	
2. Trustees Annual Report for 2020/21 Review	<p>The annual report was issued in advance in draft form to all members for pre-reading.</p> <p>Adrian Dite summarised the key points from the report, thanking the Volunteers for all their continued excellent work and support for the Museum. Restrictions had been imposed during the year due to COVID-19 creating a difficult situation, and restricting the Museum opening to only 28 days during the year. Even so, the average daily attendance remained above 20, similar to the period prior to COVID-19. As a result of the limited opening time the sales revenue had been hit, but the Museum benefited from grants allowing the overall financial situation to be in a stronger financial position at the end of the year.</p> <p>Adrian Dite confirmed that work towards accreditation in 2022 had already commenced, especially in the area of reviewing/revising processes and procedures.</p> <p>Adrian Dite ended by saying that he was looking forward to the new year, with ongoing plans for the Museum to be open two days per week. He thanked the attendees at the meeting and all the other members who helped keep the Museum going, but stated that we can always push for more fundraising through activities such as the 100 Club.</p> <p>Alexandra Perry provided a very brief summary of the finances. The Museum was saved by the grants, valued at almost £40K. The finances are now set up for a couple of years. Alexandra Perry ended by offering to answer any questions at the meeting or in the future.</p>	
3. Election of Trustees	<p>David McBrien chaired this item on the agenda.</p> <p>In accordance with the constitution, one third of the elected Trustees (currently 8) are required to stand down on a 3-year rotation based on longest serving. The Trustees standing down this year are Phil Williams, David Dodds and Adrian Dite.</p> <p>David Dodds has advised that he will not be seeking re-election. The Trust thanks David Dodds for his work and support over the years as a Trustee.</p> <p>Three nominations to stand as elected Trustees have been received: Phil Williams (proposed by Jane Mitchell and seconded by Pat Ruxton), Adrian Dite (proposed by Mike Dyer and seconded by Linda Emery) and Linda Emery (proposed by Pat Ruxton and seconded by Ann Midwinter).</p>	

	<p>As this was fewer than the 4 elected Trustee vacancies there was no need for a vote. Phil Williams, Adrian Dite and Linda Emery are therefore elected to serve as Trustees for 3 years.</p> <p>Mrs Pat Ruxton had informed the Trust that she wished to step down from her position as one of the Trustee nominations from the Thame Historical Society. As a result the Trust has received the following nominations from the Thame Historical Society: Mr Maurice Kirtland and Mr Paul Earley. The Trust welcomes Mr Paul Earley back into the Museum at the same time as thanking Mrs Pat Ruxton for her wonderful work and excellent contributions over the years as a Trustee.</p> <p>Mrs Linda Emery has stood down as one of the Trustee nominations for Thame Town Council in order to become an elected Trustee for the Museum (as above). The Trust has received the nomination of Mr Paul Cowell from Thame Town Council and awaits the second nomination from Thame Town Council in due course.</p>
4. Membership Fees for 2022/23	<p>Adrian Dite explained that it had been a difficult year and that the Trust wanted to ensure that members were getting good value for money, and continue to offer more membership benefits in the future. The current annual membership fee is £12.50.</p> <p>The proposal was to keep the membership fees as-is and review again for future years. This was proposed by Alexandra Perry and seconded by Ann Midwinter. The proposal was agreed unanimously at the meeting.</p>
5. Appointment of Accounts Independent Examiners	<p>Alexandra Perry started by thanking Mrs Ann Green on behalf of the Museum for the very professional work that she provided as independent examiner of the accounts. Alexandra Perry proposed that Mrs Ann Green do the same task again for the next year. This proposal was seconded by Adrian Dite. The proposal was agreed unanimously at the meeting.</p>
6. Nomination to Outside Bodies	<p>The Museum currently interacts and works with 4 external bodies, namely the Oxfordshire Museums Council, the Museums Association, the Association of Independent Museums and the South East Museums Development Office. Previously the nominations/contacts for each of these bodies had been agreed at the AGM. However, there is a requirement for a level of flexibility here as circumstances can change during the year. The proposal from Phil Williams is to enable the required level of flexibility by allowing the nominations/contacts to be assigned by the Operations Group as and when required. The proposal was seconded by Pat Ruxton. The proposal was agreed unanimously at the meeting.</p>
7. AOB	<p>No AOB items were received prior to the meeting.</p> <p>Adrian Dite stated that we have a stronger team supporting the opening of the Museum. Lin Wylie stated that the Museum had a successful recruitment campaign during the last year for Volunteers in general, but that a focussed campaign for additional Duty Managers and Stewards is planned for this year, probably from August.</p>
8. Closing of AGM	<p>The AGM was formally closed at 11:10am.</p>

David McBrien
03 July 2021

DECLARATION

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Signature(s): _____

Full name(s): _____Adrian Dite_____

Position: _____Chairman_____

Date: _____25/06/22_____

THE THAME MUSEUM TRUST

England & Wales - Charity number 1174795

Accounts

THAME MUSEUM TRUST



TRUSTEES ANNUAL REPORT

AND

STATEMENT OF ACCOUNTS

For year ending 31 March 2021

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity Commission Registered Charity 1174795

An Arts Council Accredited Museum

Museum Address

79 High Street, Thame OX9 3AE

Trustees

Mr Adrian Dite Chair of Trustees

Mrs Alexandra Perry Treasurer

Mr David W Dodds

Mr Michael L Dyer

Mr David A Laver

Mrs Ann Midwinter

Mr Philip Williams

Mrs Lin Wylie

Town Council Nominees

Councillor Paul Cowell

Councillor Linda Emery

Thame Historical Society Nominees

Mr Maurice Kirtland

Mrs Patricia Ruxton

Secretary

Mr David McBrien

Accounts Independent Examiner

Mrs Ann Green, 32 Holliers Close, Thame OX9 2EN

Bankers

Barclays Bank PLC, 102 High Street, Thame OX9 3DU

Insurers

Aviva Insurance Ltd, Pitheavlis, Perth PH2 0NH

ANNUAL REPORT OF THE TRUSTEES AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2021

The Trustees present their report with the financial statements of the charity for the year ending 31 March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2015.

CHAIR OF TRUSTEES REPORT

No review of the Museum can be done without starting by offering a big thank you to all the Volunteers, whether front of house or part of the working groups, who run this Museum. Everything that happens, happens because a Volunteer makes it happen. Worth a special mention is Lin Wylie who won a merited Highly Commended Award after reaching the Museum Volunteer of the Year shortlist in the Museum and Heritage Awards for 2020. Lin leads by example and epitomises the great efforts of all our Volunteers.

As with everyone else, the activities of the Museum have been affected by the Covid-19 outbreak and the restrictions placed upon the Museum.

The Museum has stayed closed to the public for most of the year, opening for just 28 days in total. We had to cancel all talks, temporary exhibitions, and other events for 2020. The one exception was that we were able to support the Thame Art Crawl, and then use the Museum as a gallery for all the artists following the event, both of which proved very popular.

Like so many areas of life, the Museum suffered loss of revenues from these activities and from donations from visitors, while the costs of maintaining the Museum continued. We are very grateful to Thame Town Council and South Oxfordshire District Council for their continued support and the Government grant scheme that has helped to secure our future.

Although the Museum building has been closed, the work has continued with Zoom calls for Groups, Committees and Trustee meetings. We have also started this year with on-line talks and the first few have been a great success with take up greater than expected. An on-line shop facility has been set up and this has allowed the Museum to continue to generate revenues, even during closure. The marketing team has enhanced the use of social media platforms and also initiated a website upgrade.

Unfortunately, we had a major issue with rain water ingress during the summer. The main problem has been resolved with a temporary repair and other issues, including full fix, are in progress. Repairs are being carried out by the Council who own the building.

Behind the scenes we have started the work required to renew our Accreditation in 2022, streamlining the processes and procedures used to run the organisation, reviewing our strategic direction document, developing our key aims and drafting the project activity required to deliver those aims. The Museum continues to look at the way we work, moving

more and more to a collaborative style of working. However, what is certain is that our mission to tell the story of Thame remains unchanged.

We have been helped throughout by Emily Toettcher acting as our Accreditation Mentor. Emily is the Curator at Amersham Museum, and we are very pleased to have her professional support both to help with general guidance and as an invited member of the Trustee Meetings.

I have a special thanks to one of our Trustees who is standing down: David Dodds. David has been part of the Museum from the beginning, working to establish the Museum. David was Chair of Trustees for many years and has been a constant guiding hand throughout.

We launched a Volunteer recruitment drive with great success and have identified some current key roles we need to support, together with a few new ones to strengthen the organisation. We currently have 59 signed up Volunteers, of which 7 are duty managers, 13 stewards and 10 in training. The volunteer application form has been amended and put up on the website. Training programmes are in place to ensure that all Volunteers are familiar and comfortable with the tasks associated with their particular roles.

We are very happy to continue our partnership with Thame Players and the “Midsomer Murders Tours” programme, which brings both people and funds into the Museum. This helps us to tell “The Story of Thame”, giving a sense of place, and bringing the town’s history to life. The Museum wants to be seen as a welcoming, family friendly environment, relevant to residents today. The Museum undertook a “Kids in Museums” audit and are in progress of implementing many of the recommendations to improve our families’ experience. Along with this project, the website has been revamped and social media platforms improved.

We are very pleased to be working with some of the local businesses who have been offering support in terms of loaning specialist equipment when required, sponsorship (including printing requirements) through to renting space to Mother & Baby yoga classes.

I end this review of the year with a massive thank you to the Members of the Trust who have continued their membership, and the support of the 100 Club, which underpins the running costs of the Museum.

The Trustees are confident of the Museum’s future both in its own right and as a part of the wider Thame community, and I am extremely proud to be part of the Thame Museum community.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was established by constitution signed on 06 February 2004 as a Charitable Unincorporated Association and is governed under its Constitution that delineates the objects and powers of the Charitable Trust. The Charitable Trust was registered with the Charity Commission number 1125432. It has now been dissolved and was removed from the Charity Commission register in July 2019.

On 22 September 2017 a Charitable Incorporated Organisation (CIO) was registered with the Charity Commission number 1174795 in the name of Thame Museum Trust. The Objects and Aims of the CIO are identical with the Objects and Aims of the previous charity. The CIO took overall responsibility for the Trust from 01 April 2018.

The financial statements are prepared in accordance with the Trust's constitution and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102).

Reserves Policy and Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees reviewed its financial controls on 19 April 2021.

The Trustees have approved holding reserves which equate roughly to 1.5 years overheads, being £15,000, to guard against unexpected costs.

The Trust leases a building for the purposes of running the Museum. This is held on a 25-year lease from Thame Town Council at the rate of £1 per annum.

The Trust does not have access to any overdraft or loan facility.

Arts Council Accreditation

In 2007 the Trustees were pleased to announce that the Museum was the first museum of its style to directly achieve the Accreditation Standard set for Museums. The Museum's Arts Council accreditation was renewed in 2013 and again in 2017; a reapplication for accreditation will be made in 2022.

Management Committee

The day to day running of the Museum has been delegated by the Trustees to a Management Committee which is constituted as:

- Chair, Secretary and Treasurer;
- Members representing the functions of the Museum:
 - Activities Team
 - Building Team
 - Collections Team (x2)
 - Education & Outreach Team
 - Publicity & Marketing Team
 - Volunteer Engagement Team

It was agreed during the year to review the governance of the Trust and dissolve the Management Committee, establishing in its place an Operations Group, effective 01 April 2021. This new Operations Group and its supporting structure will facilitate the natural collaborative style of team working within the Museum.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The principal object of the Trust is:

To advance education by the establishment and maintenance of a museum in local history and in particular, but not exclusively, to Thame and the surrounding area.

In planning our activities, we have kept in mind the Charity Commission's guidance on public benefit.

The primary public benefits to the community are:

- Operation of a local history Museum which collects and conserves artefacts relating to life in the Thame area in accordance with the Collections Policy;
- Providing a facility for members of the public to carry out local history research;
- Holding regular public talks with a historical theme and temporary exhibitions and displays on historical and artistic themes; and
- Collaborative working with local children's groups, local businesses and schools to improve access to the Museum and its collections and enhance its operations.

VISITOR ATTENDANCE FIGURES

Visitor attendance for the past five years is:

Year	2020/21	2019 /20	2018/19	2017/18	2016/17
Total visitors	492	3,900	3,860	3,408	3,420
Days open	*28	163	177	176	180
Average visitors per open day	18	24	22	19	19

* During the year we opened when it was legal to do so, and when there were sufficient Volunteers available to ensure public safety. We were pleased to note that the average visitor numbers were largely maintained during this unprecedented period.

TRUSTEES

As requested at the 2018 AGM, members asked for the Annual Report to include the length served by each Trustee.

AGM	Jun-18			Jun-19			Sep-20			Jun-21		
Trustee	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years	Stood down	Elected	Complete years
David Bretherton			1			2	√		3			-
Adrian Dite			1			2			3	√		
David Dodds			1			2			3	√		
Mike Dyer			1			2	√	√	3			1
James Green			1	√		-			-			-
Allan Hickman			1			2	√		3			-
David Laver			1	√	√	2			1			2
Ann Midwinter		√	0			1			2			3
Alexandra Perry			-			-		√	0			1
Phil Williams			1			2			3	√		
Lin Wylie			-		√	0			1			2

As per the Trust's Constitution all Trustees elected shall retire from office with effect from the conclusion of the annual general meeting 3 years next after the date on which they came to office but they shall be eligible for re-election at that general meeting. At this time, Adrian Dite, Phil Williams and David Dodds are retiring. David Dodds is not seeking re-election.

ON BEHALF OF THE BOARD OF TRUSTEES

Adrian Dite

Mr A Dite, Chair of Trustees Dated: 26 June 2021

FINANCIAL REVIEW

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2021

The Trustees acknowledge their responsibility for preparation of financial statements and consider that under Section 144(2) of the Charities Act 2011 (the 2011 Act) a formal audit is not required and that an independent examination is required for the year ending 31 March 2021.

The basis on which the accounts are prepared has been changed from a receipt's basis to a receivable's basis, effective 01 April 2020. Therefore the accounts for the year ending 31 March 2020 have been restated in accordance with this new basis.

The financial statements were examined and approved by the Board of Trustees on 26 June 2021 and signed on behalf of the Trustees by Adrian Dite.

INDEPENDENT ACCOUNTS EXAMINER'S REPORT TO THE TRUSTEES OF THAME MUSEUM TRUST

I report to the Trustees on my examination of the accounts of the Thame Museum Trust (the Trust) for the year ending 31 March 2021.

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which give me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Ann Green (original on file)

Name: Mrs Ann Green

Relevant professional qualification or membership of professional bodies: ACA

Address: 32 Holliers Close, Thame OX9 2EN

Date 20 May 2021

**ANNUAL ACCOUNTS
FOR THE YEAR ENDING 31 MARCH 2021
THAME MUSEUM TRUST
CHARITY NO: 1174795
STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Incoming resources	3				
Donations		1,363	300	1,663	3,414
Grants	4	40,057	-	40,057	1,800
Fundraising		2,705	-	2,705	7,061
Membership		1,937	-	1,937	2,461
Talks, room hire & other income		341		341	1,780
Total		46,403	300	46,703	16,516
Resources expended	5				
Raising funds		2,514	15	2,529	6,222
Building expenses		9,006	731	9,737	11,307
Office expenses		2,691	46	2,737	2,934
Total		14,211	792	15,003	20,463
Net income / (expenditure)		32,192	(492)	31,700	(3,947)
Transfers between funds		(731)	731	-	-
Net movement in funds		31,461	239	31,700	(3,947)
Reconciliation of funds					
Total funds brought forward		11,298	2,719	14,017	17,964
Total funds carried forward		42,759	2,958	45,717	14,017

BALANCE SHEET

		Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Notes					
Current assets					
Stocks	6	2,417	-	2,417	2,848
Debtors	7	726	-	726	-
Cash at bank and in hand		40,687	2,958	43,645	13,159
Total current assets		43,830	2,958	46,788	16,007
Creditors: amounts falling due within one year	8	1,071	-	1,071	1,990
Total net assets		42,759	2,958	45,717	14,017
Funds					
Restricted income funds		-	2,958	2,958	2,719
Unrestricted funds		42,759	-	42,759	11,298
Total funds	9	42,759	2,958	45,717	14,017

NOTES TO THE ACCOUNTS

1. Basis of preparation

1.1. Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

1.2. Going concern

The accounts have been prepared on a going concern basis. The Trust has

received non-repayable grants during the year which would cover almost three times the average annual running cost of the museum.

1.3. Change of accounting policy

The accounts for the year ending 31 March 2021 have been prepared on a receivables basis. Prior accounts have been prepared on a receipts basis, therefore adjustments have been made to the comparatives for the year ending 31 March 2020 in these accounts as follows:

Statement of Financial Activities

- Incoming resources reduced by £450 to account for prepaid 100 Club membership
- Resources expended reduced by £1,308 to account for £2,848 stocks, £817 owed to suppliers and £723 in grants repayable.

Balance sheet

- Stocks accounted for: £2,848
- Creditors falling due within one year accounted for: £1,990, being £450 prepaid 100 Club membership, £817 owed to suppliers and £723 grants repayable
- Funds increased by £858

2. Accounting policies

2.1. Income

Recognition of income: income is included in the SoFA when the Trust becomes entitled to the resources, it is more likely than not that the Trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Offsetting: there has been no offsetting of assets and liabilities, or income and expenditure, unless required or permitted by the FRS 102 SORP.

Grants and donations: are only included in the SoFA when the general income recognition criteria are met.

Tax reclaims on donations: Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

2.2. Expenditure and liabilities

Liability recognition: Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Trust to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Creditors: The Trust has creditors which are measured at settlement amounts less any trade discounts.

Stocks: Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Debtors: Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Trust. Subsequently, they are measured at the cash or other consideration expected to be received.

3. Analysis of incoming resources

	Unrestricted Funds	Restricted Income Funds	Total Funds	Prior Year Funds
	£	£	£	£
Donations				
Donations	920	300	1,220	2,978
Gift Aid	443	-	443	436
Total	1,363	300	1,663	3,414
Grants				
Retail, Hospitality & Leisure Scheme	39,857	-	39,857	-
Kids in Museums	200	-	200	-
South Oxfordshire District Council	-	-	-	1,800
Total	40,057	-	40,057	1,800
Fundraising				
Events and projects	-	-	-	3,735
100 Club	998	-	998	1,140
Sale of books	906	-	906	-
Shop sales	781	-	800	2,186
Other income	20	-	20	-
Total	2,705	-	2,705	7,061
Membership				
Subscriptions	1,559	-	1,559	2,018
Gift Aid	378	-	378	443
Total	1,937	-	1,937	2,461
Talks, room hire & other income				
Talks *	156	-	156	1,122
Room hire	180	-	180	390
Other income	5	-	5	268
Total	341	-	341	1,780
Total income	46,403	300	46,703	16,516

* Talks income is net of subscriptions to the online shop provider through which tickets are sold.

4. Analysis of receipts of government grants

The Trust received £39,857 under the government's Retail, Hospitality & Leisure Scheme during the coronavirus pandemic. £1,800 was received in the previous year from South Oxfordshire District Council to support the refurbishment of the shop and reception area of the Museum.

5. Analysis of resources expended

	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
Raising Funds				
Events and projects	-	-	-	3,811
100 Club	-	-	-	915
Shop purchases **	1,427	-	1,427	110
Collections management	575	-	575	463
Advertising and website	458	-	458	791
Other expenses	54	15	69	132
Total	2,514	15	2,529	6,222
Building expenses				
Utilities	3,321	-	3,321	4,068
Maintenance contracts	1,639	-	1,639	2,310
Repairs and renewals	2,810	731	3,541	3,639
Cleaning	797	-	797	923
Insurance	439	-	439	367
Total	9,006	731	9,737	11,307
Office expenses				
Stationery and postage	657	-	657	128
Printing	378	46	424	468
Subscriptions ***	543	-	543	548
Training	492	-	492	-
Computers and software	523	-	523	1,721
Other expenses	98	-	98	69
Total	2,691	46	2,737	2,934
Total expenditure	14,211	792	15,003	20,463

** Shop purchases includes £1,081 of stock written off as obsolete.

*** Subscriptions were paid for memberships including the Museums Association, Oxfordshire Museums Council, Association of Independent Museums and Oxfordshire Community and Voluntary Action.

6. Stocks

Stocks represents finished goods held for sale in the shop within the Museum and online.

7. Debtors

	2021 £	2020 £
Trade debtors	23	-
Online shop sales	230	-
Prepayments	120	-
Trade creditors	353	-
	<u>726</u>	<u>-</u>

Trade creditors consists of £553 owed by suppliers less £200 owed to suppliers.

8. Creditors – amounts falling due within one year

	2021 £	2020 £
Trade creditors	-	817
Prepaid 100 Club membership	840	450
Prepaid talks tickets	231	-
Other creditors	-	723
	<u>1,071</u>	<u>1,990</u>

9. Trust's funds

Details of funds held and movements during the CURRENT reporting period:

Fund name	Balance brought forward £	Income £	Expenditure £	Transfers £	Balance carried forward £
Unrestricted					
General fund	10,424	20,488	(13,833)	6,058	23,137
Designated					
100 Club	(225)	915	-	(690)	-
RH&L grant	-	25,000	-	(20,960)	4,040
Accounting software	-	-	(378)	960	582
Capital projects	1,099	-	-	13,901	15,000
Total	11,298	46,403	(14,211)	(731)	42,759
Restricted					
Thame Remembers Publications	1,041	-	-	-	1,041
Handling objects	255	-	-	-	255
Children's facilities	153	-	-	-	153
Rycotewood pictures	12	-	(12)	-	-
Thame History Fair Reception refurbishment	258	-	(49)	-	209
Chairman's chairs	1,000	-	-	-	1,000
	-	-	(731)	731	-
	-	300	-	-	300
Total	2,719	300	(792)	731	2,958
Total funds	14,017	46,703	(15,003)	-	45,717

Details of funds held and movements during the PREVIOUS reporting period:

Fund name	Balance brought forward	Income	Expenditure	Transfers	Balance carried forward
	£	£	£	£	£
Unrestricted					
General fund	13,379	8,892	(12,297)	450	10,424
Designated					
100 Club	-	1,140	(915)	(450)	(225)
Data server	-	809	(809)	-	-
Reception refurbishment	-	235	(235)	-	-
Capital projects	2,000	-	(901)	-	1,099
Total	15,379	11,076	(15,157)	-	11,298
Restricted					
Thame Remembers Publications	2,177	-	(1,136)	-	1,041
Handling objects	255	-	-	-	255
Children's facilities	153	-	-	-	153
Rycotewood pictures	-	692	(680)	-	12
Thame History Fair	-	1,006	(748)	-	258
Reception refurbishment	-	1,000	-	-	1,000
Midsomer Murders walks	-	1,800	(1,800)	-	-
Smart TV	-	519	(519)	-	-
Total	2,585	5,440	(5,306)	-	2,719
Total funds	17,964	16,516	(20,463)	-	14,017

Funds are held under two headings:

(1) Unrestricted funds, including designated funds, can be used in accordance with the Trust's charitable objectives at the discretion of the Trustees.

(2) Restricted funds can only be used for particular purposes within the objects of the Trust. Restrictions arise when donations or grants are made for a particular purpose or project and restrictions are applied by the grant maker or donor.

10. Transactions with Trustees and related parties

10.1. Trustees' expenses

Type of expense reimbursed	2021	2020
	£	£
Building maintenance	903	1,897
Collections, exhibitions and advertising	594	1,259
Stationery, postage, training and IT consumables	1,103	2,327
Shop goods	-	1,707
Items to ensure a covid-secure environment	337	126
	2,937	7,316

7 trustees were reimbursed during 2021 (7 in 2020).

10.2. Transactions with related parties

There have been no material transactions with related parties in the reporting period other than expenses reimbursed to Trustees as reported above.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THAME MUSEUM TRUST
(CHARITABLE INCORPORATED ORGANISATION NO. 1174795) HELD ONLINE ON 26
SEPTEMBER 2020 AT 10.30AM**

Due to restrictions imposed as a result of the Covid-19 pandemic the AGM was deferred from the original proposed date of 27 June 2020 and was carried out using remote online Zoom meeting.

The meeting was chaired by Mr Adrian Dite.

MEMBERS PRESENT:

The number of members present was 17 which was above the quorum of 10% of the museum membership (currently 157) required to hold the meeting.

APOLOGIES FOR ABSENCE:

Apologies have been received from 10 members.

MINUTES OF PREVIOUS MEETING:

The secretary confirmed the changes to the words in the constitution agreed at the previous AGM held on 29 June 2019 have been incorporated and registered with the Charity Commission.

There were no further matters arising.

Acceptance of the minutes of the previous AGM was proposed by Pat Ruxton, seconded by Allan Hickman. The minutes were accepted as a true record of the meeting.

TRUSTEES ANNUAL REPORT FOR 2019/20:

The annual report was issued in advance to all members for pre-reading.

Chairman's report

Adrian Dite summarised the content of his report together with a brief update of the impact of the museum closure during the lockdown due to the Covid-19 outbreak.

Treasurer's report

The report on the museum finances was prepared by David Bretherton prior to his standing down as treasurer at the end of the 2019/20 financial year. Alexandra Perry has taken on the role of treasurer from 01 April 2020.

Adrian summarised the content of the financial report which showed an operating deficit of £4,805. These are explained in more detail in the Treasurer's notes included in the report.

The appointed Independent Examiner agreed at last year's AGM, Mr Julian Ayres, was unable to examine the accounts due to ill health, and therefore Mrs Ann Green, ACA, carried out the examination and had no concerns.

There were no comments received from the members regarding the report and it was therefore accepted unanimously.

ELECTION OF TRUSTEES:

In accordance with the constitution, one third of elected trustees (currently 9) are required to stand down on a 3-year rotation based on longest served. The trustees standing down for this year are David Bretherton, Allan Hickman and Mike Dyer.

David and Allan have advised they will not be seeking re-election.

Two nominations to stand as trustees have been received: Mike Dyer (proposed by Phil Williams, seconded by Allan Hickman) and Alexandra Perry (proposed by Lin Wylie, seconded by Adrian Dite).

As this was fewer than the 3 trustee vacancies there was no need for a vote. Mike Dyer and Alexandra Perry were therefore elected to serve as trustees for 3 years.

THAME HISTORICAL SOCIETY NOMINATIONS FOR TRUSTEES:

The Trust has received the following nominations from Thame Historical Society:

- Mr Maurice Kirtland and Mrs Pat Ruxton.

THAME TOWN COUNCIL NOMINATIONS FOR TRUSTEES:

The Trust has received the following nominations from Thame Town Council:

- Mr Paul Cowell and Ms Linda Emery.

MEMBERSHIP FEES FOR 2020/21:

The trustees proposed to leave the annual membership fees for 2020/21 unchanged at £12.50 per adult.

This was agreed unanimously at the meeting.

APPOINTMENT OF ACCOUNTS INDEPENDENT EXAMINER:

Mrs Ann Green was nominated to carry out an Independent Accounts Examination for year 2020/21.

This was agreed unanimously at the meeting.

NOMINATIONS TO OUTSIDE BODIES:

The following nominations/contacts were confirmed:

- Oxfordshire Museums Council: Mr Maurice Kirtland.
- Museums Association: Mr Adrian Dite.
- Association of Independent Museums: Mr Phil Williams.
- South East Museums Development Office: Mrs Alexandra Perry to be added to contacts.

CLOSING OF AGM:

The AGM was formally closed at 11.05am.

DECLARATION

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees:

Signature(s): *Adrian Dite*

Full name(s): Adrian Dite

Position: Chairman

Date: 26 June 2021