

THAME MUSEUM TRUST



TRUSTEES ANNUAL REPORT AND STATEMENT OF ACCOUNTS For year ending 31 March 2021

TABLE OF CONTENTS

Reference and Administrative Details	Page 3
Chair of Trustees Report	Page 4
Structure, Governance and Management	Page 5
Objectives and Activities	Page 7
Visitor Attendance Figures	Page 7
Trustees	Page 8
Financial Review	Page 9
Annual Accounts	Page 11
Minutes of AGM of Thame Museum Trust (26 September 2020)	Page 21
Declaration	Page 23

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

	Notes	Unrestricted Funds £	Restricted Income Funds £	Total Funds £	Prior Year Funds £
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	-
	726	-

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
	1,071	1,990

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	1,041	-	-	-	1,041
Publications	255	-	-	-	255
Handling objects	153	-	-	-	153
Children's facilities	12	-	(12)	-	-
Rycotewood pictures	258	-	(49)	-	209
Thame History Fair	1,000	-	-	-	1,000
Reception refurbishment	-	-	(731)	731	-
Chairman's chairs	-	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	-	235	(235)	-	-
refurbishment					
Capital projects	2,000	-	(901)	-	1,099
Total	15,379	11,076	(15,157)	-	11,298
Restricted					
Thame	2,177	-	(1,136)	-	1,041
Remembers					
Publications	255	-	-	-	255
Handling	153	-	-	-	153
objects					
Children's	-	692	(680)		12
facilities					
Rycotewood	-	1,006	(748)		258
pictures					
Thame History	-	1,000	-	-	1,000
Fair					
Reception	-	1,800	(1,800)	-	-
refurbishment					
Midsomer	-	519	(519)	-	-
Murders walks					
Smart TV	-	423	(423)	-	-
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
	<u>2,937</u>	<u>7,316</u>

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