

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 | | |
|-----------------|------------|---------|----------------|------------|---------|----------------|----------------|---------|----------------|------------|---------|----------------|
| Trustee | Stood down | Elected | Complete years | Stood down | Elected | Complete years | Stood down | Elected | Complete years | Stood down | Elected | Complete years |
| 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

| | Notes | Unrestricted Funds £ | Restricted Income Funds £ | Total Funds £ | Prior Year Funds £ |
|---|-------|----------------------------|------------------------------------|---------------------|-----------------------------|
| 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_____